



MEMORANDUM CIRCULAR NO. 03-2021

TO : ALL SCHEDULED AIR OPERATORS

FROM : THE DIRECTOR GENERAL

**SUBJECT : CAAP IMPLEMENTING GUIDELINES ON THE JOINT
MEMORANDUM CIRCULAR NO. 2021-01**

DATE : 13 JANUARY 2021

Pursuant to the provisions of the CAAP-CAB-MIAA-CIAC Joint Memorandum Circular No. 2021-01, the Civil Aviation Authority of the Philippines hereby promulgates the following Implementing Guidelines:

Section 1. Jurisdiction

The CAAP shall hear and decide any violation of the provisions or any issuances by the IATF, NTF and CAAP regarding travel protocols and restrictions in connection with the COVID-19 pandemic which are not taken cognizance by CAB, MIAA and CIAC.

Section 2. Conduct of Investigation

The Flight Safety Investigation Committee (FSIC) shall serve as the investigating arm of the CAAP to investigate all complaints, reports, information and referrals for any possible violation of the provisions or any issuances by the IATF, NTF and CAAP regarding travel protocols and restrictions in connection with the COVID-19 pandemic and to submit its recommendation to the Director General for approval and decision.

The FSIC shall utilize its existing rules and procedures in the conduct of administrative investigation.

Section 3. Notice and Hearing

In compliance with procedural due process, written notice shall be duly given to the respondent. The respondent shall be given a non-extendible period of five (5) days from receipt to submit its written reply.

The FSIC may conduct the investigation in any of the following manner:

- a. Submission of necessary pleadings/documents;
- b. Ex-parte evaluation of records; and
- c. Clarificatory hearing to discuss the merits of the complaint.

Section 4. Sanctions

Each violation of the provisions or any issuances by the IATF, NTF and CAAP regarding travel protocols and restrictions in connection with the COVID-19 pandemic shall constitute as a single offense. The following sanctions shall be imposed for every offense committed:

	Sanction
First Offense	Written Warning/ Reprimand
Second Offense	Fine of Three Hundred Thousand Pesos (Php 300,000.00)
Third Offense	Fine of Four Hundred Thousand Pesos (Php 400,000.00)
Fourth Offense	Fine of Five Hundred Thousand Pesos (Php 500,000.00)
Fifth Offense	Suspension, Cancellation or Revocation of Certificate

For violation characterized as gross violation, suspension, cancellation or revocation of certificate shall be immediately imposed. For this purpose, gross violation refers to a deliberate, blatant, excessive and wanton disregard of any provisions or issuances by the IATF, NTF and CAAP.

These sanctions are without prejudice to the penalty to be imposed by CAB, MIAA or CIAC.

Section 5. Appeal

Any decision of the Director General to impose a fine, suspension, cancellation or revocation of certificate may be appealed to the CAAP Board, whose decisions shall

be final within fifteen (15) days from the date of notice of such denial, suspension, cancellation or revocation.

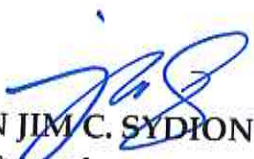
Section 6. Repealing Clause

All other issuances inconsistent with these guidelines are deemed repealed, amended, modified and revoked.

Section 7. Effectivity

These guidelines shall take effect immediately.

For information and strict implementation.



CAPTAIN JIM C. SYDIONGCO
Director General
Civil Aviation Authority of the Philippines