



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

MEMORANDUM

TO : ALL CONCERNED

FROM : DDGO/OIC, FSIS

SUBJECT : PENDING DOCUMENTS AT AIRCRAFT REGISTRATION SECTION OFFICE

DATE : 21 JUNE 2022

This refers to several pending Certificate of Registration application packages received and stored by Airworthiness Department.


It is noteworthy that after receiving notification letter/e-mail regarding lacking requirements from the said office, some Operators fail to comply immediately resulting in bulk of documents being stored at a confined space at the Aircraft Registration Section Office (ARS)

Relative thereto, to prevent possible loss or misplacement, Operators shall temporarily withdraw the said application package ten (10) days upon receipt of the notification letter or e-mail. Failure to do so, this Authority will not be held liable in case of loss.

Lastly, to minimize the accumulation of pending documents, Operators are reminded to have the application package and checklist pre-evaluated/signed by Registration personnel prior to submission at FSIS Office.

For your strict compliance.

By Authority of the Director General:


CAPTAIN DONALDO A. MENDOZA
Deputy Director General for Operations//
Officer-In-Charge, Flight Standards Inspectorate Service

