

### PROCESS FLOW

**Name of Transaction:** ONLINE SCHEDULING OF EXAMINATION AND PAYMENT QUEUING

<b>Office/Division:</b>	<b>AIRMEN EXAMINATION BOARD - FSIS</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Airmen			
<b>Checklist of Requirements</b>		<b>Where to Secure</b>		
1. Original Database/Examination Permit duly signed and issued by the Licensing Certification Department (LCD)		Licensing and Certification Department (LCD)		
2. Examination Fees		Cashier		
<b>Type of License</b>	<b>Rate per Subject</b>			
RPAS	P 230.00			
PPL/PPL (H)	P 230.00			
CPL/CPL (H)	P 340.00			
Instrument Rating	P 340.00			
Additional Rating	P 450.00			
ATPL/ATPL (H)	P 450.00			
MPL	P 450.00			
Flight/Ground Instructor	P 450.00			
FEL	P 450.00			
Flight Dispatcher	P 140.00			
ASOL	P 340.00			
ATC	P 340.00			
AMT	P 230.00			
ATSEP	P 340.00			
AMS	P 230.00			
<b>PHASE I: ONLINE SCHEDULING OF EXAMINATION</b>				
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Proceed to AEB Admin Office and present Data base print-out /Permit.	1. Assist applicant in the registration of the Online Exam Schedule at the AEB Portal or scan QR Code. (As needed)	None	2 minutes	AEB Staff-on-Duty
2. Access the AEB Portal via link: <a href="http://aeb.caap.gov.ph">aeb.caap.gov.ph</a> or scan QR Code for the registration in AEB Online Scheduling System	2. Brief applicant for the proper log-in and desired date of examination.		5 minutes	AEB Staff-on-Duty
	3. Advise applicant to proceed to Window 2 of AEB Information for the payment requirements.	None	2 minutes	AEB Staff-on-Duty

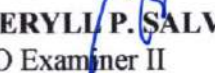


Republic of the Philippines  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**



Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
<b>OPTION:</b>  Applicant may avail the walk-in examination on a First Come First Serve basis. AEB will ONLY accommodate 20 walk-in applicants a day.		None	5 minutes	AEB Staff-on-Duty
	<b>Total:</b>	<b>None</b>	<b>17 minutes</b>	
<b>PHASE II: PAYMENT QUEUING</b>				
1. Proceed to Window 2 for checklist	1. Issue checklist for Order of Payment Slip (OPS) CAAP-FSIS-AEB-001		5 minutes	AEB Staff On Duty
2. Proceed to Collection	2. Issue Order Payment Slip	Please refer to Checklist of Requirements		Collection Officer-on-Duty
3. Proceed to Cashier	3. Receive payment	Please refer to Checklist of Requirements		Collection Officer-on-Duty
	4. Issue Official Receipt (OR)			Collection Officer-on-Duty
4. Proceed to AEB Window 1 on the scheduled date of exam	5. Receive documents and check schedule dates of exam	None	5 minutes	AEB Staff-on-Duty
	<b>Total:</b>	<b>None</b>	<b>10 minutes</b>	

Prepared by:

  
**CHERYLL P. SALVOSA**  
FOO Examiner II

Noted by:

  
**CAPT. ROMEL L. BRIONES**  
Department Manager III