



**CAAP Year- End Accomplishment Report
AREA CENTER IV**

B.5. AREA CENTERS

b.5.1. Key Policy Issuances

- Land Side Rules and Regulations
- Support on AMA implementations
- Implementation of Memorandum
- Enhancing Security Measure in relation to ASP.
- Implementation of ASP.
- Providing Intelligence report and established good relation with Other Intelligence Agencies.
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b.4.2. Comprehensive Documentation of Operational Plan

- Airport Security Program based on NCASP and ICAO Standards.
- Airport Emergency Plan
- Safety Management System
- Aerodrome Manual

b.4.3. Major Final Outputs

TABLE 1.

Major Final Outputs (MFOs)	Target 2018
1. <i>CSIS Operation on Security Implementation</i>	90%
2. <i>Intelligence function and Forwarding Communication to proper authorities</i>	90%
3. <i>CSIS admin Functions.</i>	90%
4. <i>CSIS Logistics Functions</i>	90%
5. <i>Concessions Operating at Airports</i>	70%

b.4.4. Key Performance Indicators.

TABLE 2.

Indicators	Baseline (2017)	% Increase	Actual (2018)	Variance (%)
1. Post Inspection 2. Security/visibility 3. Application of SOP's	70%	20%	90%	10%

AREA CENTER	Aircraft Movement			Passenger Movement			Cargo Movement (In kg.)		
	2017	2018	% Increase	2017	2018	% Increase	2017	2018	% Increase
AREA IV	28,133	35,084	24.71%	2,275,417	2,761,544	21.36%	22,229,249	23,562,985	6.00%

AIRPORT	Aircraft Movement			Passenger Movement			Cargo Movement (In kg.)		
	2017	2018	% Increase	2017	2018	% Increase	2017	2018	% Increase
PPIA	15,977	20,231	26.63%	1,764,947	2,083,096	18.03%	16,644,108	16,980,006	2.02%
USU	10,119	12,450	23.04%	505,507	668,468	32.24%	5,365,532	6,319,131	17.77%
CYU	1,639	1,260	-23.12%	4,330	3,809	-12.03%	216,963	165,504	-23.72%
SWL	398	1,143	187.19%	633	6,171	874.88%	2,646	98,344	3616.69%

Other Indicators	2017	2018	% Increase
Number of Airports by Classification, by Island Group;	4	4	0.00%
Height Clearance	700	200	-71.43%

**2018 data above is as of Dec. 17, 2018.

DEC 2018 data are estimated based on a three-month moving average

b.5.4.1. Data and Analysis

b.5.5. Others

b.5.5.1. Program Review and Assessment

Third Quarter CY 2018 (January 1, 2018 to September 30, 2018)

UNIT: Area Center IV

	1	2	3	4	5	
Account Title	Funds Flow	NBA	Utilization	Variance	% of Utilization	Remarks
PERSONNEL SERVICES						
Salaries of Permanent Positions	25,388,047.44	25,388,062.00	25,170,276.41	217,785.59	99%	Due to resignation of R. Tabang (June 15,2018), A. Castro (Deceased-June 2018),Resignation of J. Alcedo (May 2018)
Personal Economic Relief Allowance (PERA)	1,746,000.00	1,746,000.00	1,720,925.11	25,074.89	99%	Due to resignation of R. Tabang (June 15,2018), A. Castro (Deceased-June 2018),Resignation of J. Alcedo (May 2018)
Clothing/Uniform allowance	582,000.00	582,000.00	582,000.00	-	100%	
Night Differential	696,000.00	696,000.00	685,012.90	10,987.10	98%	
Overtime Pay	4,432,000.00	4,432,000.00	2,334,285.92	2,097,714.08	53%	Unpaid claims for the month of July-Sept. 2018
Mid-Year Bonus	2,820,900.00	2,820,900.00	2,820,900.00	-	100%	
Year-End Bonus (13th Month Pay)						
Cash Gift						
Retirement & Life Insurance Premium (RLIP)	3,046,567.50	3,046,583.00	2,799,655.39	246,927.61	92%	Due to resignation of R. Tabang (June 15,2018), A. Castro (Deceased-June 2018),Resignation of J. Alcedo (May 2018)
Pag-Ibig Contributions	87,300.00	87,300.00	86,200.00	1,100.00	99%	Due to resignation of R. Tabang (June 15,2018), A. Castro (Deceased-June

Phil. Health contributions	296,947.53	296,963.00	294,057.27	2,905.73	99%	2018),Resignation of J. Alcedo (May 2018) Due to resignation of R. R. Tabang (June 15,2018), A. Castro (Deceased-June 2018),Resignation of J. Alcedo (May 2018)
Employees Comp. Insurance Premium	87,300.00	87,300.00	86,200.00	1,100.00	99%	Due to resignation of R. R. Tabang (June 15,2018), A. Castro (Deceased-June 2018),Resignation of J. Alcedo (May 2018)
Productivity Enhancement Incentive						
Occupational Specialty Pay	540,000.00	360,000.00	424,000.00	(64,000.00)	118%	Late advice from head office, released for the month of July 2018
TOTAL: Personnel Services	39,723,062.47	39,543,108.00	37,003,513.00	2,539,595.00	94%	-
MOOE						
Travel - Local	1,250,000.00	1,250,000.00	1,311,807.79	(61,807.79)	105%	ANS, ALPT and ATS employee official travel to San Vicente and Busuanga AP Requested training for 3rd qtr reschedule in 4th quarter, due to unavailability of trainer
Training Expenses	2,784,600.00	2,645,000.00	1,227,739.91	1,417,260.09	46%	
Office Supplies Expenses	1,170,945.00	1,170,935.00	821,049.23	349,885.77	70%	Late submission of billing Sufficient stocks available for 3rd qtr
Drugs and Medicines Expenses	25,162.99	25,178.00	12,724.75	12,453.25	51%	
Medical Dental Supplies	112,760.00	112,760.00	1,980.50	110,779.50	2%	For processing of request
Gasoline, Oil and Lubricants Expenses	3,750,700.00	3,750,700.00	1,661,286.92	2,089,413.08	44%	Late billing of Supplier Unpaid bill for 3rd quarter supplies, due to late submission of billing
Other Supplies Expenses	6,158,482.50	6,158,458.00	3,536,742.59	2,621,715.41	57%	

Water	2,910,000.00	2,910,000.00	3,068,885.85	(158,885.85)	105%	Adjusted funds flow for the 3rd quarter, but 24 hrs. operation in PPIA on Aug 1, 2018
Electricity	23,825,000.00	23,825,000.00	30,600,437.86	(6,775,437.86)	128%	Adjusted funds flow for the 3rd quarter, but 24 hrs. operation in PPIA on Aug 1, 2018
Postage and Deliveries	45,000.00	45,000.00	41,304.50	3,695.50	92%	Savings;
Tel. Expenses - Landline	225,000.00	225,000.00	181,841.39	43,158.61	81%	Late billing (for August and September 2018 bill)
Tel. Expenses - Mobile	101,000.00	101,000.00	79,601.97	21,398.03	79%	Late billing (for September 2018 bill)
Internet Expenses	45,000.00	45,000.00	15,245.90	29,754.10	34%	Pending request for additional internet line
Printing and Binding Expense	22,500.00	22,500.00	18,672.00	3,828.00	83%	Savings
Representation Expense	525,000.00	525,000.00	609,113.35	(84,113.35)	116%	Requested for additional fund;
Subscription Expense	17,000.00	17,000.00	7,400.00	9,600.00	44%	Late billing(For Newspaper and Magazine subscription for Aug and September 2018)
Auditing Services	52,500.00	52,500.00	28,136.71	24,363.29	54%	For COA used
General Services	5,367,577.50	5,367,593.00	5,895,689.35	(528,096.35)	110%	Under estimate request in funds flow for 3rd quarter
Janitorial Services	7,045,440.03	7,045,460.00	5,879,747.47	1,165,712.53	83%	Payment for wages for the period of Sept 16-30, 2018
Security Services	12,278,242.53	12,278,298.00	7,553,747.27	4,724,550.73	62%	Late billing of Security agency (for the month of June-Sept 2018)
Other Professional Services	2,839,065.03	2,839,115.00	2,276,793.95	562,321.05	80%	Payment for Sept 16-30, 2018
Taxes / Other Fees	50,000.00	50,000.00	16,283.46	33,716.54	33%	DMAX (PPIA and RCAG) due on Nov 2018
Fidelity Bond	160,000.00	160,000.00	116,721.02	43,278.98	73%	For application for San Vicente OIC; And Savings

Insurance Premium	10,000.00	10,000.00	12,184.69	(2,184.69)	122%	Requested for additional fund;
Donation/Cultural Expenses/Other MOOE	500,000.00	500,000.00	152,626.00	347,374.00	31%	Budget for Sports fest, Team building and Christmas party to be implemented on the 4th quarter
Repairs and Maintenance - Land Improvements	6,550,000.00	6,550,000.00	2,757,203.40	3,792,796.60	42%	
Beautification of Landside Area-PPIA	300,000	300,000	297,000.00	3,000.00	99%	COMPLETED & PAID - Savings
Declogging/Dredging of open canal at runway strip-PPIA	500,000	500,000	467,065.00	32,935.00	93%	COMPLETED & PAID - Savings
Vegetation Control-PPIA	750,000	750,000	524,658.40	225,341.60	70%	ON-GOING CANCELLED- (DOTR DOWNLOADED PROJECT)
Beautification of Landside Area-Busuanga CANCELLED	250,000	250,000		250,000.00	0%	
Declogging/Dredging of open canal at runway shoulder-Busuanga	300,000	300,000	298,750.00	1,250.00	100%	COMPLETED*
Repair Repainting of Runway Markers/Markings-Cuyo	150,000	150,000		150,000.00	0%	COMPLETED, NOT YET BILLED
Repair/Improvement of Security Fence and Gate	1,500,000	1,500,000		1,500,000.00	0%	ON GOING PROCUREMENT PROCESS (For Pre Procurement Meeting)
Improvement of Kids Play Area & Beastfeeding Nook	100,000	100,000		100,000.00	0%	FOR ISSUANCE OF NOTICE TO PROCEED
Siphoning & Hauling of Septic tank	150,000	150,000		150,000.00	0%	FOR QUOTATION, failure due to lack of documents of bidders.
Pest Control	200,000	200,000		200,000.00	0%	FOR POW PREPARATION
Grading of Runway Strip - PPIA	750,000	750,000	674,160.00	75,840.00	90%	COMPLETED & PAID - Savings
Resealing of Runway Cracks & Joints -Busuanga	500,000	500,000	495,570.00	4,430.00	99%	COMPLETED; FOR PAYMENT
Siphoning of Septic tank - Busuanga	100,000	100,000		100,000.00	0%	FOR CANVASS

Vegetation Control - Busuanga	250,000	250,000		250,000.00	0%	FOR POW PREPARATION
Resealing of Runway Cracks & Joints - San Vicente	500,000	500,000		500,000.00	0%	FOR CANVASS FOR CANVASS; 20% 2018- 80%-2019
Vegetation Control - San Vicente	250,000	250,000		250,000.00	0%	
Repairs and Maintenance - Buildings & Other Structures	2,825,000.00	2,825,000.00	1,440,189.76	1,384,810.24	51%	
Repair/Repainting of StaffHouse A & B and Site Office-PPIA	1,000,000	1,000,000			0%	ON GOING; 70% ACCOMPLISHED NOT YET BILLED
Improvement of Concrete Stock Room-Busuanga	225,000	225,000			0%	ON GOING PROCUREMENT PROCESS (RIS, SAI, PR & RFQ)
Repair of restroom in Passenger Terminal Building-Cuyo	100,000	100,000			0%	
Repair/Repainting of ARFF Building-San Vicente	750,000	750,000	695,080.00	54,920.00	93%	FOR BID EVALUATION COMPLETED & PAID - Savings
Repair/Repainting of PTB-San Vicente	750,000	750,000	745,109.76	4,890.24	99%	COMPLETED & PAID - Savings
Repairs and Maintenance - Machinery & Equipment	685,000.00	685,000.00	86,000.00	599,000.00	13%	
Repair of Grasscutters (6 units)-PPIA	25,000	25,000			0%	FOR POW PREPARATION
Repair of Tractor mower-PPIA	300,000	300,000			0%	FOR BID EVALUATION
Repair and Maintenance - Airconditioning Unit	70,000	70,000			0%	FOR POW PREPARATION
Repair and Maintenance - CPU	200,000	200,000			0%	FOR POW PREPARATION
Repair and Maintenance - Photocopying Machine	90,000	90,000	86,000.00		96%	DELIVERED & PAID
Repairs and Maintenance - Transportation Equipment	600,000.00	600,000.00	-	600,000.00	0%	
Repair and Maintenance – Motor Vehicle - PPIA	600,000	600,000				FOR QUOTATION; Failure due to expired required documents of bidders

TOTAL: MOOE	81,930,975.58	81,791,497.00	69,411,157.59	12,380,339.41	85%	
CAPITAL EXPENDITURES						
Office Equipment	2,715,000.00	2,715,000.00	254,050.00	2,460,950.00	9%	
Airconditiong Unit (Busuanga)	60,000	60,000			0%	FOR PR PREPARATION
Biometric Time Recorder (San Vicente)	25,000	25,000	20,750.00	4,250.00	83%	DELIVERED*
Check Printer (Puerto Princesa)	20,000	20,000			0%	FOR PR PREPARATION
Finger Scanner(Puerto Princesa)	25,000	25,000	20,750.00	4,250.00	83%	DELIVERED & PAID
Floor Polisher(Puerto Princesa)	35,000	35,000			0%	FOR DELIVERY
Fusion Machine 20 to 100(Puerto Princesa)	20,000	20,000			0%	FOR PR PREPARATION
Split Type ACU, 2.5hp(San Vicente)	180,000	180,000	168,000.00	12,000.00	93%	DELIVERED & PAID
Television (Puerto Princesa)	50,000	50,000	44,550.00	5,450.00	89%	DELIVERED & PAID
Upgrade 30KVA DEGS TO 100KVA DEGS(Busuanga)	1,800,000	1,800,000			0%	FOR CONTRACT PREPARATION/ NTP
Upgrade 50KVA TO 100KVA Distribution Transformer(Busuanga)	500,000	500,000			0%	FOR QUOTATION/ Posted to Philgeps
Information and Communication Tech Equipment	1,184,000.00	1,184,000.00	1,119,374.00	64,626.00	95%	
Desktop Computer set(Puerto Princesa)	207,000	207,000	207,000.00	-	100%	DELIVERED & PAID
Desktop Computer set(Busuanga)	276,000	276,000	276,000.00	-	100%	DELIVERED & PAID
Desktop Computer set (Cuyo)	69,000	69,000	69,000.00	-	100%	DELIVERED & PAID
Desktop Computer set(San Vicente)	207,000	207,000	207,000.00	-	100%	DELIVERED & PAID
Laptop(Puerto Princesa)	232,000	232,000	215,498.00	16,502.00	93%	DELIVERED & PAID

Laptop(Busuanga)	58,000	58,000	35,916.00	22,084.00	62%	DELIVERED & PAID
Printer w/ Scanner and Copier with autofeeder(Puerto Princesa)	15,000	15,000	15,000.00	-	100%	DELIVERED & PAID
Projector(Busuanga)	30,000	30,000	23,490.00	6,510.00	78%	DELIVERED & PAID
Projector w/ screen(Puerto Princesa)	90,000	90,000	70,470.00	19,530.00	78%	DELIVERED & PAID
Airport Equipment	3,099,000.00	3,099,000.00	18,700.00	3,080,300.00	1%	
Gang chair(Puerto Princesa)	2,500,000	2,500,000			0%	FOR DELIVERY FOR QUOTATION; Failure due to expired required documents of bidders
Gang chairs (6 seaters)(San Vicente)	350,000	350,000			0%	
Kubota Tractor Implements (dozer)(Puerto Princesa)	180,000	180,000			0%	FOR QUOTATION DELIVERED AND PAID; Savings
Push Blower(Puerto Princesa)	34,500	34,500	18,700.00	15,800.00	54%	DELIVERED; FOR PAYMENT
Push Blower(San Vicente)	34,500	34,500			0%	
Communication Equipment	515,000.00	515,000.00	-	515,000.00	0%	
Base Radio w/ Antenna(San Vicente)	25,000	25,000			0%	FOR ISSUANCE OF NOTICE TO PROCEED
Battery charger (heavy duty 50amp)(Busuanga)	30,000	30,000			0%	FOR PR PREPARATION FOR ISSUANCE OF NOTICE TO PROCEED
Handheld Radio (Puerto Princesa)	80,000	80,000			0%	FOR ISSUANCE OF NOTICE TO PROCEED
Handheld Radio (Busuanga)	40,000	40,000			0%	FOR ISSUANCE OF NOTICE TO PROCEED
Handheld Radio (San Vicente)	40,000	40,000			0%	FOR ISSUANCE OF NOTICE TO PROCEED
Intercom Telephone including cables(San Vicente)	300,000	300,000			0%	FOR PR PREPARATION

Disaster Response and Rescue Equipment	2,576,600.00	2,576,600.00	1,698,888.19	877,711.81	66%	
Fireman Suits(Puerto Princesa)	1,394,200.00	1,394,200.00	907,680.19	486,519.81	65%	DELIVERED & PAID; with 1% RETENTION ; savings
Fireman Suits(San Vicente)	1,115,400.00	1,115,400.00	791,208.00	324,192.00	71%	DELIVERED & PAID; with 1% RETENTION ; savings
Stretcher(San Vicente)	47,000.00	47,000.00			0%	FOR QUOTATION
Stretcher Scoop(Puerto Princesa)	20,000.00	20,000.00			0%	FOR QUOTATION
Medical Equipment	150,000.00	150,000.00	-	150,000.00	0%	
Automated External Defibrillator (AED)(Puerto Princesa)	150,000.00	150,000.00				FOR QUOTATION
Other Machinery and Equipment	587,100.00	587,100.00	29,800.00	557,300.00	5%	
Portable Generator 3kva(Puerto Princesa)	30,000.00	30,000.00	29,800.00		99%	DELIVERED AND PAID DELIVERED; FOR PAYMENT
Scaffolding(Puerto Princesa)	200,000.00	200,000.00			0%	
Scaffolding(San Vicente)	200,000.00	200,000.00			0%	FOR POSTING
Acetylene Torch(Puerto Princesa)	17,100.00	17,100.00			0%	FOR ISSUANCE OF NOTICE TO PROCEED
Tricycle(San Vicente)	140,000.00	140,000.00			0%	On-hold, due to lack of requirements for procurement
Furniture and Fixtures	545,000.00	545,000.00	208,600.00	336,400.00	38%	
4 Layer Filing Cabinet w/ Safety Vault(Puerto Princesa)	50,000	50,000	49,900.00	100.00	100%	DELIVERED & PAID
Conference table w/ chairs(Puerto Princesa)	60,000	60,000		60,000.00	0%	FOR QUOTATION; No bidders

Filing Cabinet w/ Vault(San Vicente)	40,000	40,000	39,300.00	700.00	98%	DELIVERED & PAID
Lateral Filing Cabinet(Puerto Princesa)	25,000	25,000	24,900.00	100.00	100%	DELIVERED & PAID
Medical Cabinet(Puerto Princesa)	25,000	25,000		25,000.00	0%	FOR QUOTATION
Office Table (w+A414:A415ooden)(Puerto Princesa)	160,000	160,000		160,000.00	0%	FOR QUOTATION; Failure due to dis-qualified bidders
Sala Set(Busuanga)	90,000	90,000		90,000.00	0%	FOR PR PREPARATION
Sala set (Puerto Princesa)	45,000	45,000	44,800.00	200.00	100%	DELIVERED & PAID
Vertical filing Cabinet 3-4 layers(Puerto Princesa)	50,000	50,000	49,700.00	300.00	99%	DELIVERED & PAID
INFRASTRUCTURE PROJECTS	9,975,000.00	9,975,000.00	3,899,407.97	5,550,592.03	39%	
Improvement of Water System - Busuanga	5,000,000.00	5,000,000.00	2,382,156.24	2,617,843.76	48%	90% COMPLETE; NOT YET BILLED
Proposed Domestic Sewage Water Gen (Pto Princesa)	1,500,000.00	1,500,000.00	749,297.01	750,702.99	50%	90% COMPLETE; NOT YET BILLED
Provision of Well Wishers Park (Waiting Area)(Puerto Princesa)	500,000.00	500,000.00		500,000.00	0%	COMPLETED , FOR PAYMENT
Provision for Additional Septic Tank - Busuanga	75,000.00	75,000.00				FOR QUOTATION
Provision of 6 units Guard Post(Puerto Princesa)	300,000.00	300,000.00	267,954.72	32,045.28	89%	COMPLETED; savings
Provision of Additional Water Tank Reservoir for ARFF Station - Busuanga	200,000.00	200,000.00				FOR QUOTATION
Provision of Airport Stainless Signage(San Vicente)	500,000.00	500,000.00	500,000.00	-	100%	COMPLETED & PAID
Provision of Plant Nursery(Puerto Princesa)	150,000.00	150,000.00		150,000.00	0%	FOR QUOTATION
Provision of signages - Busuanga	250,000.00	250,000.00				Included in On-going repair of PTB at Busuanga AP
Provision Rainwater Collection System (Cuyo)	1,500,000.00	1,500,000.00	-	1,500,000.00	0%	FOR ISSUANCE OF NOTICE TO PROCEED

TOTAL: Capital Expenditures	21,346,700.00	21,346,700.00	7,228,820.16	20,396,959.68	34%	-
GRAND TOTAL	143,000,738.05	142,681,305.00	113,643,490.75	35,316,894.09	80%	-

Note: Release of 3rd Quarter Allocation for CY 2018

b.5.5.2. Ease of Doing Business (internal and external process flows)

**PUERTO PRINCESA INTERNATIONAL AIRPORT-SECRETARY (OFFICE OF THE AREA MANAGER)
USE OF VIP LOUNGE**

SCHEDULE OF AVAILABILITY OF SERVICE

Monday - Friday (8:00 AM to 5:00 PM)
No Noon Break

WHO MAY AVAIL OF THIS SERVICE

Government Agencies
VIP Guests

WHAT ARE THE REQUIREMENTS:

1. Request Letter addressed to
2. VIP Lounge Application (VLA) Form
3. Valid Government-issued ID
4. Php 500.00 per hour fee

ENGR. PERCY A. MALONESIO
Civil Aviation Area Manager

HOW TO AVAIL OF THE SERVICE:

Step	Client	Authority	Fees	Forms	Duration of Activity	Person in Charge
1	Submit the Request Letter	1. Receive the request letter 2. Issue three (3) sets of VLA Form to Client	None	VIP Lounge Application (VLA) Form	2 mins	Receiving Officer
2	Submit Filled-out form	1. Check, evaluate and receive duly accomplished VLA form 2. Forward to CAAM for approval/ disapproval	None		5 mins	Receiving Officer
3		3. Approve/ disapprove the VLA			5 mins	CAAM
4	Proceed to Cashier	1. Receive payment 2. Issue Official Receipt	Php 500/hr	Official Receipt		Collecting Officer
5	Present Valid ID and OR	1. Release VLA to applicant; 2. Forward 1 copy to CSl			3 mins	Releasing Officer
Total Duration of Activity					15 mins	

PUERTO PRINCESA INTERNATIONAL AIRPORT-COLLECTION SECTION
PROCESSING OF PAYMENT FOR CONCESSION, LANDING AND TAKE-OFF AND OTHER FEES

SCHEDULE OF AVAILABILITY OF SERVICE

Monday - Friday (8:00 AM to 5:00 PM)

No Noon Break

WHO MAY AVAIL OF THIS SERVICE

Concessionaires, Aircraft Operators

WHAT ARE THE REQUIREMENTS:

a) Billing Statement or Statement of Account or Order of Payment Slip (payment for Concession, Landing & Take-Off)

b) Approved Application Form (Access Pass/ Vehicular Sticker)

HOW TO AVAIL OF THE SERVICE:

Step	Client	Authority	Fees	Forms	Duration of Activity	Person in Charge
1	Submit Billing Statement/ SOA/ Order of Payment Slip	1. Receive and review Billing Statement/ SOA/ Order of Payment Slip	a) As stated in the Billing Statement or SOA or Order of Payment Slip b) Php100.00 (access pass) Php150.00 (vehicular sticker)	Billing Statement/ SOA/ Order of Payment Slip/ Approved Application Form	1 min	Collecting Officer
2	Give the required amount	1. Receive payment 2. Issue Official Receipt		Official Receipt	4 mins	Collecting Officer
Total Duration of Activity					5 mins	

PUERTO PRINCESA INTERNATIONAL AIRPORT-TERMINAL FEE COLLECTION SECTION

PROCESSING PAYMENT FOR TERMINAL FEE

SCHEDULE OF AVAILABILITY OF SERVICE

Monday- Sunday (Airport Operation Hours) NO NOON BREAK

WHO MAY AVAIL OF THIS SERVICE

Passengers

WHAT ARE THE REQUIREMENTS:

Boarding Pass

HOW TO AVAIL OF THE SERVICE:

Step	Client	Authority	Fees	Forms	Duration of Activity	Person in Charge
1	Present Boarding Pass and pay required amount	Issue Terminal Fee Ticket	Php200 for Domestic Flight Passengers Php700 for International Flight Passengers	Boarding Pass Terminal Fee Ticket	1.5 mins	Terminal Fee Collectors
Total Duration of Activity					1.5 mins	

PUERTO PRINCESA INTERNATIONAL AIRPORT-VEHICULAR PARKING AREA

PROCESSING PAYMENT FOR VEHICULAR PARKING FEE

SCHEDULE OF AVAILABILITY OF SERVICE

Monday to Sunday (Airport Operation Hours) NO NOON BREAK

WHO MAY AVAIL OF THIS SERVICE

Drivers
Vehicle Owners who have transactions in the Airport.

WHAT ARE THE REQUIREMENTS:

Parking Fee

HOW TO AVAIL OF THE SERVICE:

Step	Client	Activity	Fees	Forms	Duration of Activity	Person in Charge
1	Proceed to Parking Fee Collection Booth by the entrance of the parking area and pay the required amount	Issue Parking Fee Ticket	Php 20.00 for the First 2 hours of parking within operation hours	None	1.5 mins	Parking Fee Collector
Total Duration of Activity					1.5 mins	

**PUERTO PRINCESA INTERNATIONAL AIRPORT-BILLING & CONCESSION SECTION
APPLICATION FOR NEW CONCESSION**

SCHEDULE OF AVAILABILITY OF SERVICE

Monday to Friday (8:00 AM to 5:00 PM) NO
NOON BREAK

WHO MAY AVAIL OF THIS SERVICE

Interested Business Owners

WHAT ARE THE REQUIREMENTS:

1. Letter of Intent addressed to:
ENGR. PERCY A. MALONESIO
Area Manager
Civil Aviation Authority of the Philippines
Area Center IV, Puerto Princesa City
2. Business Plan for Concession Includes:
 - a) Products/Services and Pricing
 - b) One (1) Year Profit and Loss Statement
 - c) Design of Proposed Concession
 - d) Company Profile

(After Approval Requirements)

1. Architectural Plan
2. Electrical Plan
3. Plumbing Plan (if applicable)

HOW TO AVAIL OF THE SERVICE:

Step	Client	Authority	Fees	Forms	Duration of Activity (Estimated maximum duration, waiting time excluded)	Person in Charge
1	Submits requirements to Area Concession/Billing Unit (ACBU). If complete, waits for further advice from ACBU or from CAAP Business Development Division (BDD). If incomplete, Applicant is required to complete necessary documents before final receipt of the ACBU.	Evaluates the completeness of the requirements upon receiving the documents.	None	None	3 mins	Concession In-Charge

Step	Client	Authority	Fees	Forms	Duration of Activity (Estimated maximum duration, waiting time excluded)	Person in Charge
2	Submits complete requirements	Endorses the application to the Civil Aviation Area Manager (CAAM) for recommendation/ indorsement	None		2 mins	Concession in-Charge
3	Attends to an initial interview with CAAM	(optional) Calls for an appointment with the applicant for an initial interview	None		5 mins	Civil Aviation Area Manager (CAAM)
4		If approved, emails the indorsement letter of CAAM with the requirements to BDD. If disapproved, informs the applicant.	None		3 mins	Concession in-Charge
5		Processes the final approval/ disapproval of the application and will directly coordinate with the applicant during the process	None		1 month	Business Development Division (BDD)
6		If approved, mails the approved Contract of Lease (COL) to the Area Center. If disapproved, informs the applicant.	None		1 month	Business Development Division (BDD)
7		Upon the receipt of the COL, notifies the concessionaire of the follow-up requirements	None		1 min	Concession in-Charge
8	Submits complete follow-up requirements	Evaluates the completeness of the documents. If complete, issues Order of Payment Slip (OPS)	None	OPS	3 mins	Concession in-Charge
9	Secures an order of payment slip (OPS) from the ACBU for payment of two (2) months advance and two (2) deposit. Pays the amount due to the collection unit and presents the official receipt to the ACBU.	Refer to PROCESSING OF PAYMENT FOR CONCESSION, LANDING AND TAKE-OFF AND OTHER FEES	Payment equivalent to two months advance and two months deposit		5 mins	Collecting Officer
10		Schedules the release of concessionaire's approved Contract of Lease (COL)	None		2 mins	Concession in-Charge
11	Accomplishes the secondary requirements prior to occupancy	Contract of Lease (COL) will be released by the Area Manager	None		3 mins	CAAM

**PUERTO PRINCESA INTERNATIONAL AIRPORT-BILLING & CONCESSION SECTION
RENEWAL OF CONCESSION**

SCHEDULE OF AVAILABILITY OF SERVICE

Monday to Friday (8:00 AM to 5:00 PM)
NO NOON BREAK

WHO MAY AVAIL OF THIS SERVICE

Current Concessionaires

WHAT ARE THE REQUIREMENTS:

1. Letter of Intent addressed to:
ATTY. DANJUN G. LUCAS
 Chief, Corporate Planning Office
 Thru:
ATTY. ROCERTO MARTIN S. BUENAVENTURA
 Division Chief, Business Development Division
2. Layout and Design of the Store with Lighted Signage
3. Updated Permits
 - a) Business Permit
 - b) Sanitary Permit
 - c) Health Clearance
 - d) Fire Safety Inspection Certificate
 - e) Comprehensive General Liability Insurance
4. Products/ Services and Pricing
5. Certificate of No Outstanding Balance

(Upon return of signed COLs)

1. Four (4) photocopies of Secretary's Certification (if Corporation)
2. Four (4) clear photocopies of two valid government IDs (back-to-back)
3. Four (4) clear photocopies of deposit slip for notarial fee

Notarial Fee to be deposited to the following BPI Account:
 Account name: Jessalyn Mae Enriquez
 Account Number: 3319208177

HOW TO AVAIL OF THE SERVICE:

Step	Client	Authority	Fees	Forms	Duration of Activity (Estimated maximum duration, waiting time excluded)	Person in Charge
1	Submits requirements to Area Concession/Billing Unit (ACBU) in two (2) sets. If complete, waits for further advice from ACBU. If incomplete, Applicant is required to complete necessary documents before final receipt of the ACBU.	Evaluates the completeness of the requirements upon receiving the documents.	None	None	3 mins	Concession in-Charge

Step	Client	Authority	Fees	Forms	Duration of Activity (Estimated maximum duration, waiting time excluded)	Person in Charge
2		After receipt of complete requirements, endorses the application to the Area Manager (AM) for recommendation and approval. If approved, prepares and prints the Contract of Lease (COL). If disapproved, informs the Concessionaire.	None		5 mins	Concession in-Charge
3		Notifies the Concessionaire about the submission of follow-up requirements, and releases the contract when it is prepared for signing.	None		2 mins	Concession in-Charge
4	Returns the signed contract with the final requirements to the ACBU on or before the indicated deadline.	Upon return, reviews the completeness of the submitted documents.	None		2 mins	Concession in-Charge
5		Forwards the COL to the Area Manager (AM) for signature.	None		2 mins	Concession in-Charge
6		Upon AM's signature, mails the necessary documents with the COL to CAAP Business Development Division (BDD) for final approval.	None		30 mins	Concession in-Charge
7		If approved, mails the approved Contract of Lease to the Area Center. If disapproved, BDD/ACBU notifies the Concessionaire.	None		1 month	Concession in-Charge of Head Office
8		Upon receipt, notifies the Concessionaire of its COL release. COL will be released by the Area Manager on the scheduled COL's release.	None		2 mins	Concession in-Charge

PUERTO PRINCESA INTERNATIONAL AIRPORT - BILLING AND CONCESSION SECTION
VEHICLE PASS APPLICATION PROCESS

- **SCHEDULE OF AVAILABILITY OF SERVICE**
Mondays to Fridays (8:00am to 5:00pm)
NO NOON BREAK
- **WHO MAY AVAIL OF THIS SERVICE**
ALL STAKEHOLDERS
- **INITIAL REQUIREMENTS**
(FOR TOURIST TRANSPORT, TRAVEL AGENCIES, ACCOMODATION, AND OTHER BUSINESSES)

❖ **CORE DOCUMENTS:**

- LTO Certificate Of Registration (under the operator's name)
- Current LTO Official Receipt (under the operator's name)
- Proof Of Ownership (Deed of Sale/OR of Purchase)
- LTFRB Franchise (Decision) (if for hire)
- **FOR COOP/ACCOM/TA/TAXI/TRIC:**
 - DOT Certification indicating the list of vehicles registered
 - DOT Accreditation
 - SEC/DTI/CDA
 - Business/Mayor's Permit
 - Valid Office ID/Driver's License of Applicant
 - Valid Office ID/Driver's License of Owner (if Applicant is Driver/Employee/Member)
- **TOURIST TRANSPORT:**
 - DOT Certification indicating the list of vehicles registered
 - DOT Accreditation/City or Provincial Tourism Certification
 - SEC/DTI
 - Business/Mayor's Permit
 - Valid ID/Driver's License of Tourist Transport Owner and Driver
 - **Vehicles inspection requirements:**
 - Early Warning Device
 - Fire Extinguisher
 - First Aid Kit
 - Trash Bin w/ Cover
 - Name of Business on the Vehicle

(FOR CONCESSIONAIRES, CARGO, AND AIRLINE)

- Valid ID of Business Owner (if applicant is employee)
- LTO Certificate Of Registration (under the owner/business name)
- Current LTO Official Receipt (under the owner/business name)
- Proof Of Ownership (Deed of Sale/OR of Purchase)
- Business Permit
- SEC/DTI
- Valid CAAP Contract (if Concessionaire)
- Valid Business ID/Driver's License of Applicant

(FOR CAAP AND OTHER GOVERNMENT AGENCIES)

- LTO Certificate Of Registration (under the owner/office name)
- Current LTO Official Receipt (under the owner/office name)
- Proof Of Ownership (Deed of Sale/OR of Purchase)
- Valid Office ID of applicant
- Valid ID of Office Head (for other govt. agency)

• HOW TO AVAIL SERVICE

STEP	CLIENT	AUTHORITY	FEES	FORMS	DURATION OF ACTIVITY (Estimated maximum duration, waiting time excluded)	PERSONNEL IN-CHARGE
1	Secures a Vehicle Pass (VP) Application Form from the Concession Unit (CU).		-	VP Form	1 Minute	Concession In-Charge
2	Submits the VP Form with the indicated requirements to CSIS Unit for initial screening and signature if no discrepancies found.		-	VP Form	2 Minutes	CSIS' Unit Head
3	Forwards the submitted documents to CU for final evaluation, inspection of vehicle and signature.	Forwards the application after initial approval to Area/Airport Manager for final approval.	-	VP Form	10 Minutes	Concession In-Charge
4		Upon final approval, issues Order of Payment Slip (OPS) for assessment of fees.	-	OPS	1 minute	Concession in-charge
5	Proceeds to collection unit for payment.		-	OPS	2 minutes	Collecting officer

PUERTO PRINCESA INTERNATIONAL AIRPORT - BILLING AND CONCESSION SECTION

VEHICLE PASS APPLICATION PROCESS

• **SCHEDULE OF AVAILABILITY OF SERVICE**

Mondays to Fridays (8:00am to 5:00pm)
NO NOON BREAK

• **WHO MAY AVAIL OF THIS SERVICE**

ALL STAKEHOLDERS

• **INITIAL REQUIREMENTS**

(FOR TOURIST TRANSPORT, TRAVEL AGENCIES, ACCOMMODATION, AND OTHER BUSINESSES)

❖ **CORE DOCUMENTS:**

- LTO Certificate Of Registration (under the operator's name)
- Current LTO Official Receipt (under the operator's name)
- Proof Of Ownership (Deed of Sale/OR of Purchase)
- LTFRB Franchise (Decision) (if for hire)

• **FOR COOP/ACCOM/TA/TAXI/TRIC:**

- DOT Certification indicating the list of vehicles registered
- DOT Accreditation
- SEC/DTI/CDA
- Business/Mayor's Permit
- Valid Office ID/Driver's License of Applicant
- Valid Office ID/Driver's License of Owner (If Applicant is Driver/Employee/Member)

• **TOURIST TRANSPORT:**

- DOT Certification indicating the list of vehicles registered
- DOT Accreditation/City or Provincial Tourism Certification
- SEC/DTI
- Business/Mayor's Permit
- Valid ID/Driver's License of Tourist Transport Owner and Driver

○ **Vehicles inspection requirements:**

- Early Warning Device
- Fire Extinguisher
- First Aid Kit
- Trash Bin w/ Cover
- Name of Business on the Vehicle

(FOR CONCESSIONAIRES, CARGO, AND AIRLINE)

- Valid ID of Business Owner (if applicant is employee)
- LTO Certificate Of Registration (under the owner/business name)
- Current LTO Official Receipt (under the owner/business name)
- Proof Of Ownership (Deed of Sale/OR of Purchase)
- Business Permit
- SEC/DTI
- Valid CAAP Contract (if Concessionaire)
- Valid Business ID/Driver's License of Applicant

(FOR CAAP AND OTHER GOVERNMENT AGENCIES)

- LTO Certificate Of Registration (under the owner/office name)
- Current LTO Official Receipt (under the owner/office name)
- Proof Of Ownership (Deed of Sale/OR of Purchase)
- Valid Office ID of applicant
- Valid ID of Office Head (for other govt. agency)

• HOW TO AVAIL SERVICE

STEP	CLIENT	AUTHORITY	FEES	FORMS	DURATION OF ACTIVITY (Estimated maximum duration, waiting time excluded)	PERSONNEL IN-CHARGE
1	Secures a Vehicle Pass (VP) Application Form from the Concession Unit (CU).		-	VP Form	1 Minute	Concession In-Charge
2	Submits the VP Form with the indicated requirements to CSIS Unit for initial screening and signature if no discrepancies found.		-	VP Form	2 Minutes	CSIS' Unit Head
3	Forwards the submitted documents to CU for final evaluation, inspection of vehicle and signature.	Forwards the application after initial approval to Area/Airport Manager for final approval.	-	VP Form	10 Minutes	Concession In-Charge
4		Upon final approval, issues Order of Payment Slip (OPS) for assessment of fees.	-	OPS	1 minute	Concession in-charge
5	Proceeds to collection unit for payment.		-	OPS	2 minutes	Collecting officer

STEP	CLIENT	AUTHORITY	FEES	FORMS	DURATION OF ACTIVITY (Estimated maximum duration, waiting time excluded)	PERSONNEL IN-CHARGE
6	Returns to Concession Unit (CU) and present the Official Receipt (OR).	Issues the vehicle pass upon presentation of Official Receipt (OR).	-	-	2 minutes	Concession in-charge
7	Proceeds to CSIS Unit for lamination.		-	-	5 minutes	CSIS' unit head

PUERTO PRINCESA INTERNATIONAL AIRPORT – BILLING AND CONCESSION SECTION

WORKING PERMIT PROCESS

- **SCHEDULE OF AVAILABILITY OF SERVICE**
Mondays to Fridays (8:00am to 5:00pm)
NO NOON BREAK
- **WHO MAY AVAIL OF THIS SERVICE**
ALL STAKEHOLDERS
- **INITIAL REQUIREMENTS**
 1. REQUEST LETTER WITH SPECIFIC DETAILS AND PICTURES OF CONCERN
 - o Address to:
ENGR. PERCY A. MALONESIO
Area Manager
Civil Aviation Authority of the Philippines
Area Center IV, Pto. Prin. City
 2. PHOTOCOPIES OF VALID ID'S OF CONCERNED PERSONNEL
- **HOW TO AVAIL SERVICE**

STEP	CLIENT	AUTHORITY	FEES	FORMS	DURATION OF ACTIVITY <small>(Estimated maximum duration, waiting time excluded)</small>	PERSONNEL IN-CHARGE
1	Submits required documents to Concession Unit (CU). If complete, waits for working permit form. If incomplete, applicant is required to complete necessary documents before final receipt of the Concession Unit (CU).	Evaluates the completeness of the requirements upon receiving the documents. Issues working permit form after submission of complete requirements.	-	Working permit form	3 minutes	Concession in-charge
2	Submits duly accomplished working permit form, and will be informed if the request/permit is approved or otherwise.	Forwards request/permit to concerned unit for evaluation (e.g.FIDS, ARFF, Eng'g Dept.)	-	Working permit form	3 minutes	Concession in-charge

STEP	CLIENT	AUTHORITY	FEES	FORMS	DURATION OF ACTIVITY <small>(Estimated maximum duration, waiting time excluded)</small>	PERSONNEL IN-CHARGE
3		Initially approves or disapproves request/permit after evaluation	-	-	3 minutes	Unit head (FIDS, ARFF, Eng'g. Dept.)
4		Forwards request/permit to Concession Unit (CU).	-	-	2 minutes	Unit head (FIDS, ARFF, Eng'g. Dept.)
5		If initially approved, endorses request/permit to Area Manager for final approval. If not, informs Area Manager (AM) and applicant.	-	-	5 minutes	Concession in-charge
6		If finally approved, returns to Concession Unit (CU) for release.	-	-	2 minutes	CAAP Secretary
7		If with payment, gives Order of Payment Slip. If without, releases the permit with control number.	-	OPS	2 minutes	Concession in-charge
8	Pays corresponding fee then returns to the CU to present OR.		-	OPS	2 minutes	Collecting officer
9		Assesses Official Receipt of payment then releases permit after putting control number.	-	-	2 minutes	Concession in-charge

**PUERTO PRINCESA INTERNATIONAL AIRPORT-DISBURSEMENT SECTION
DEMAND FOR PAYMENT OF GOODS & SERVICES**

SCHEDULE OF AVAILABILITY OF SERVICE

Monday to Friday (8:00 AM to 5:00 PM)
NO NOON BREAK

WHO MAY AVAIL OF THIS SERVICE

Creditors of CAAP-Puerto Princesa International Airport

WHAT ARE THE REQUIREMENTS:

3 sets of the following:

1. Duly Accomplished Request for Quotation form (provided by CAAP-PPIA)
2. Current Income Tax Return (for ABC's above P500k)
3. PhilGEPS Registration (3 pages)
4. Mayor's Permit
5. Omnibus Sworn Statement (for ABC's above P50k)

GOODS

3 sets of the following:

- a) Requisition & Issuance Slip
- b) Supplies Availability Inquiry
- c) Purchase Request
- d) Request for quotation (at least 3 stores)

(Attached with the the Request for Quotation (RFQ) of the winning bidder):

1. Current Income Tax Return (for ABC's above P500k)
 2. PhilGEPS Registration (3 pages)
 3. Mayor's Permit
 4. Omnibus Sworn Statement (for ABC's above P50k)
 5. PCAB License (Infra)
-
- e) Abstract of Canvass/ Abstract of Quotation/ Abstract of Bids
 - f) CCC Evaluation Report/ BAC TWG Evaluation Report
 - g) CCC Resolution/ BAC Resolution
 - h) Program of Works (POW)
 - i) Purchase Order/Work Order/Job Order/Contract
 - j) Pictures of Delivered Items
 - k) Official Sales Invoice/Delivery Receipt/Charge Slip
 - l) Inspection and Acceptance Report
 - m) BIR 2306 and 2307 upon approval of voucher
 - n) Copy of APP (if applicable)
 - o) PhilGEPS Abstract/ Posting of Award (if applicable)
 - p) OR after payment (for filing)
 - q) Approved purchase request with certificate of emergency purchase (if necessary)
 - r) Property Acknowledgement Receipt or Inventory Custodian Slip (if applicable)
 - s) Certificate of Budget Allocation

HOW TO AVAIL OF THE SERVICE:

Step	Client	Activity	Fees	Forms	Duration of Activity	Person in Charge
1	Submit Monthly Bills/Statement of Account (SOA) and required supporting documents to Accounting Section.	Wait for a DDO or representative from Disbursement Section to contact you to collect the payment as soon as it had been processed.	None	<p>3 sets of the following:</p> <ol style="list-style-type: none"> 1. Duly Accomplished Request for Quotation form (provided by CAAP-PPIA) 2. Current Income Tax Return 3. PhilGEPS Registration 4. Latest Tax Clearance 5. Mayor's Permit <p><u>GOODS</u></p> <p>3 sets of the following:</p> <ol style="list-style-type: none"> a) Requisition & Issuance Slip b) Supplies Availability Inquiry c) Purchase Request d) Request for quotation (at least 3 stores) <p>(Attached with the the Request for Quotation (RFQ) of the winning bidder):</p> <ol style="list-style-type: none"> 1. Current Income Tax Return 2. Philgeps Registration 3. Latest Tax Clearance 4. Mayor's Permit <ol style="list-style-type: none"> e) Abstract of Canvass/ Abstract of Quotation/ Bids f) CCC Evaluation Report/ BAC TWG Evaluation Report g) CCC Resolution/ BAC Resolution h) Program of Works (POW) i) Purchase Order/Work Order/Job Order/Contract k) Official Sales Invoice/ Delivery Receipt/Charge Slip l) Inspection and Acceptance Report m) BIR 2306 and 2307 upon approval of voucher n) Copy of APP (if applicable) o) PhilGEPS Abstract/ Posting of Award (if applicable) p) OR after payment (for filing) q) Approved purchase request with certificate of emergency purchase (if necessary) r) Property Acknowledgement Receipt (if applicable) 	1-3 days from submission of complete required documents/attachment	Disbursement Staff

Step	Client	Activity	Fees	Forms	Duration of Activity	Person in Charge
			None	<p>SERVICES: 3 sets of the following: a) Requisition & Issuance Slip b) Supplies Availability Inquiry c) Purchase Request d) Request for quotation (at least 3 stores)</p> <p>(Attached with the the Request for Quotation (RFQ) of the winning bidder): 1. Current Income Tax Return 2. PhilGEPS Registration 3. Latest Tax Clearance 4. Mayor's Permit</p> p>e) Abstract of Canvass/ Abstract of Quotation/ Abstract of Bids f) CCC Evaluation Report/ BAC TWG Evaluation Report g) CCC Resolution/ BAC Resolution h) Program of Works (POW) i) Purchase Order/Work Order/Job Order/Contract j) Pictures of Delivered Items k) Official Sales Invoice/ Delivery Receipt/Charge Slip l) Inspection and Acceptance Report m) BIR 2306 and 2307 upon approval of voucher n) Copy of APP (if applicable) o) PhilGEPS Abstract/ Posting of Award (if applicable) p) Certificate of Sole Distributor/ Proprietorship (if applicable)	1-3 days from submission of complete required documents/ attachment	Disbursement Staff
2		Check availability of funds	None			Budget Officer
3		Conduct Pre-audit	None			Disbursement Officer
4		Final Audit	None			Accountant
5		Approval and Signature	None			Civil Aviation Area Manager (CAAM)

Step	Client	Activity	Fees	Forms	Duration of Activity	Person in Charge
6		Indexing	None			Disbursement Staff
7		Issue check	None			Disbursement Staff
8		Sign Check	None			Disbursement Officer/ CAAM
9		Release check	None			Disbursement Staff
10		Contact the Creditor to claim the payment	None			Disbursement Staff
11	Claim the payment from CAAP PPIA Office	Receive the Official Receipt from the Creditor	None			Disbursement Staff

**PUERTO PRINCESA INTERNATIONAL AIRPORT-CIVIL SECURITY INTELLIGENCE UNIT
APPLICATION AND RENEWAL OF AIRPORT ACCESS PASS ID**

SCHEDULE OF AVAILABILITY OF SERVICE

Monday to Sunday (Airport Operation Hours) NO NOON BREAK

WHO MAY AVAIL OF THIS SERVICE

All Airport Stakeholders

WHAT ARE THE REQUIREMENTS:

- 2 sets of the following:
 1) Access Pass Application Form
 2) Endorsement letter from the Agency Head
 3) Photocopy of Company ID
 4) Photocopy of NBI/ Police Clearance
 5) Barangay Clearance
 6) 3 copies of 1.5" x 1.5" ID Picture

If driver:

- 7) Photocopy of Driver's License
 8) Dept. of Tourism Seminar

If for renewal:

- Photocopy of previous Access Pass ID

HOW TO AVAIL OF THE SERVICE:

Step	Client	Authority	Fees	Forms	Duration of Activity	Person in Charge
1	Submit endorsement letter from the Agency Head with the names of employees for issuance of CAAP Access Pass	Receive and forward the endorsement letter to Area Manager for approval	None		1 min	Secretary, Office of the Area Manager
2		Approves the endorsement letter			1 min	Area Manager
3		Forward the approved endorsement letter to CSIS Office			1 min	Secretary, Office of the Area Manager
4	Secure Access Pass Application Form from CSIS	Contact the Airport Stakeholder on the Status of their Endorsement Letter		Access Pass Application Form		CSIS Staff

Step	Client	Authority	Fees	Forms	Duration of Activity	Person in Charge
5	Submit duly accomplished Access Pass Application Form with complete attachments/ requirements to CAAP-PPIA CSIS Office	Check the completeness of the requirements, print the Access Pass ID, and forward to CSIS Chief for signature	None	Access Pass Application Form	3 mins	CSIS Staff
6		Sign application form and forward to CAAP Admin. for signature of Area Manager	None		2 mins	CSIS Chief
7		Sign application form and Access Pass IDs	None		2 mins	Area Manager
8		Return the signed Applications and IDs to CAAP-PPIA CSIS Office for proper disposition	None		2 mins	Secretary, Office of the Area Manager
9	Claim the Access Pass ID and its attachment for payment	Contact the Access Pass Applicant for payment and release of ID	None		1 min	CSIS Staff
10	Pay corresponding fees to Collecting Officer	refer to PROCESSING OF PAYMENT FOR CONCESSION, LANDING AND TAKE-OFF AND OTHER FEES	Php100.00		4 mins	Collecting Officer
11	Present the Official Receipt and Access Pass ID to CSIS Office for lamination	Check the Official Receipt and log the name and agency of the applicant on the logbook	None		1 min	CSIS Staff
12	Receive the Access Pass and sign on the logbook		None		5 mins	CSIS Staff

**PUERTO PRINCESA INTERNATIONAL AIRPORT-AIR TRAFFIC SERVICE (ATS)
 FILING OF FLIGHT PLANS FOR AIRCRAFT DEPARTING FROM PUERTO PRINCESA INTERNATIONAL AIRPORT**

SCHEDULE OF AVAILABILITY OF SERVICE

Monday - Sunday (8:00 AM to 5:00 PM)
 No Noon Break

WHO MAY AVAIL OF THIS SERVICE

Pilot/Aircraft Operator

WHAT ARE THE REQUIREMENTS:

<u>Local:</u>	<u>International:</u>
a) Flight Plan b) Fax manifest, if available c) Maintenance certification d. Aircraft release	a) Flight Plan b) CIQ (Custom, Immigration and Quarantine) Documents c) Aircraft Entry/Exit clearance approved by Asst. General d) Flight Advisory

HOW TO AVAIL OF THE SERVICE:

Step	Client	Authority	Fees	Forms	Duration of Activity	Person in Charge
1	1. File the Flight Plan either: a) Personally to Tower personnel at the cab b) Thru telefax (provided the Flight Plan is signed by Pilot in command with licence rating and expiry) Remarks: The PIC (Pilot in Command) should provide copy of the duly signed and verified Flight Plan to the following: a) Tower (original copy) b) PNP Avsegroup c) Pilot in Command	Input/encode Flight Plan (FPL) to CADAS (Comsoft Aeronautical Data Access System) and send it as AFTN (Aeronautical Fixed Telecommunication Network) message to the receiving unit and all concerned facilities. (Send departure message and position reports as necessary)	None	None	7 mins	Controller on Duty (Flight Data Position)

PUERTO PRINCESA INTERNATIONAL AIRPORT-ENGINEERING SECTION
PROCESSING OF HEIGHT CLEARANCE/LIMITATION PERMIT

SCHEDULE OF AVAILABILITY OF SERVICE

Monday to Friday (8:00 AM to 5:00 PM) NO
NOON BREAK

WHO MAY AVAIL OF THIS SERVICE

Owners of buildings/structures to be constructed

WHAT ARE THE REQUIREMENTS:

APPLICATION FORM FOR HEIGHT CLEARANCE PERMIT

REQUIREMENTS: [Preferred to be initially read by the Geodetic Engineer. Any discrepancy in complying these requirements may delay processing].

1. ELEVATION PLAN OF THE PROPOSED STRUCTURE

(Note: If in case, the proposed structure is to be installed/constructed atop of an existing structure, (include the height of the existing structure).

2. CERTIFICATION OF GEODETIC ENGINEER [separate sheet – original copy with dry seal]

- a) Geodetic Coordinates (WGS-84 Datum) and True Ground Elevation in meters above mean sea level / Orthometric Height of the site (point/s of the proposed structure nearest to the runway). If the data is from the GPS, the height will be referred with the application of the EGM2008 geoid model.
- b) Copy of Reference Elevation – AMSL / Orthometric Height from known control station of Bureau of Coast and Geodetic Survey (BCGS) / National Mapping and Resource Information Authority (NAMRIA).
- c) Copy of Horizontal Control References using WGS-84 Coordinates – Latitude/Longitude from known control station of BCGS/NAMRIA.
- d) Location Plan with Vicinity Map, indicating the Geodetic Position and Elevation of the proposed site, signed and sealed by a Geodetic Engineer.
- e) Copy of the original field notes, traverse computations and GPS processing notes including raw data (total station data should be in ASCII format and RINEX format in GPS), signed and sealed by a Geodetic Engineer.

In additional, if the proposed site is within the two (2)-km radius of the nearest runway end, indicate the true ground elevation at the nearest point of the runway and the distances, as shown in the illustrations below:

Illustration:



- 3. FILING FEE OF FIFTY PESOS (P50.00)**
[Note: Attach a copy of the Official Receipt]

APPLICATION FORM FOR HEIGHT LIMITATION

REQUIREMENTS: [Preferred to be initially read by the Geodetic Engineer. Any discrepancy in complying these requirements may delay processing].

1. CERTIFICATION OF GEODETIC ENGINEER [separate sheet – original copy of dry seal]
 - a) Geodetic Coordinates (WGS-84 Datum) and True Ground Elevation in meters above mean sea level / Orthometric Height of the site (point/s nearest to the runway). If the data is from the GPS, the height will be referred with the application of the EGM96 geoidal model.
 - b) Copy of Reference Elevation – AMSL / Orthometric Height from known control station of Bureau of Coast and Geodetic Survey (BCGS) / National Mapping and Resource Information Authority (NAMRIA).
 - c) Copy of Horizontal Control References using WGS-84 Coordinates – Latitude/Longitude from known control station of BCGS/NAMRIA.
 - d) Location Plan with Vicinity Map, indicating the Geodetic Position and Elevation of the proposed site, signed and sealed by a Geodetic Engineer.
 - e) Copy of the original field notes, traverse computations and GPS processing notes including raw data (total station data should be in ASCII format and RINEX format in GPS), signed and sealed by a Geodetic Engineer.

In addition, if the proposed site is within the two (2)-km radius of the nearest runway end, indicate the true ground elevation at the nearest point of the runway and the distances, as shown in the illustrations below:

Illustration:



3. FILING FEE OF FIFTY PESOS (P50.00)
[Note: Attach a copy of the Official Receipt]

HOW TO AVAIL OF THE SERVICE:

Step	Client	Authority	Fees	Forms	Duration of Activity	Person in Charge
1	Secure Height Clearance/Limitation Form or download it at www.caap.gov.ph	Issue Height Clearance/Limitation Form to Applicant	None	Height Clearance/Limitation Form	1 min	Engineering Office Staff
2	Submit duly accomplished Height Clearance/ Limitation Form with complete attachment/ requirements to the CAAP-PPIA	Check completeness of documents submitted			10 mins	Aviation Services Safety Officer

Step	Client	Authority	Fees	Forms	Duration of Activity	Person in Charge
3	Pay corresponding fees to Collecting Officer	refer to PROCESSING OF PAYMENT FOR CONCESSION, LANDING AND TAKE-OFF AND OTHER FEES	Php50.00		4 mins	Collecting Officer
4	Forward the documents with the Official Receipt to the Office of the Area Manager	Receive the documents and prepare endorsement letter to Head Office	None		10 mins	Secretary, Office of the Area Manager
5		Sign endorsement letter	None		5 mins	Area Manager
6		Return the application forms with its complete attachment, and CAAP-PPIA endorsement letter to the applicant.			3 minutes	Secretary, Office of the Area Manager
7	Send endorsement letter with complete application forms and attachment to Height Clearance Division, Head Office, Pasay City for evaluation and approval					Height Clearance Division, Aerodrome Development & Management Service, Civil Aviation Authority of the Philippines, Pasay City

b.5.5.3. Personnel Profile (include trainings)

Area IV Masterlist of Employees

SEQ. NO.	NAME	POSITION	NATURE OF APPOINTMENT	GENDER	Date Hired (1st employment in CAAP)	Date of Original Appointment (JO>Reg)	BIRTHDATE	EDUCATIONAL ATTAINMENT	ELIGIBILITY	PLACE OF ASSIGNMENT	AREA	REMARKS
PUERTO PRINCESA AIRPORT												
	<u>AIR NAVIGATION SERVICES</u>											
1	SONOTA, AARON P.	CNS Systems Officer V	Permanent	M	14/03/1995		23/01/1972	BS Electrical Engineering	RA 1080/Asst. Elec. Engr./Master Elec. Lic.	ANS	Puerto Princesa Airport	
2	RILLO, CLARO A.	CNS Systems Officer V	Permanent	M	02/05/1979		17/11/1955	Practical Electricity/BSEE	RA 1080/Asst. EE (converted to REE per RA 7920)	ANS	Puerto Princesa Airport	
3	ALARCON, ROWLAND G.	CNS Systems Officer IV	Permanent	M	24/06/2001		29/12/1974	Master in Public Admn (Graduate) BSECE	RA1080 (ECE)	ANS	Puerto Princesa Airport	
4	YU, JOHN PAUL J.	CNS Systems Officer III	Permanent	M	06/06/2005		07/02/1981	Master in Public Admn (42 units)/ BS ECE/ Elec. Technology/ Computer Tech.)	RA 1080 (ECE)	ANS	Puerto Princesa Airport	
5	MAHINAY, JOHNNY A.	CNS Systems Officer III	Permanent	M	28/10/2003		30/07/1972	Master in Eng'g. Program (Graduate)/ BS ECE	RA 1080 (ECE)	ANS	Puerto Princesa Airport	
6	MARIÑAS, CRHISTINE MAE E.	CNS Systems Officer II	Permanent	F	01/06/2009	03/06/2015	22/12/1982	BS Electrical Engineering	RA 1080 (EE)	ANS	Puerto Princesa Airport	
7	GUINGGUING, AL BRIAN R.	CNS Systems Officer II	Permanent	M	19/09/2001	04/03/2017	03/04/1989	BS Electrical Engineering	RA 1080 (EE)/ CSP	ANS	Puerto Princesa Airport	
8	BARRERA, ANNABELLE T.	CNS Systems Officer I	Permanent	F	19/09/2011	13/02/2017	17/12/1988	Master Public Management/ BSECE	CSP/ RA 1080 (EE)	ANS	Puerto Princesa Airport	

9	QUIJANO, MELANIE G.	CNS Systems Officer I	Permanent	F	01/01/2013	13/02/2017	20/05/1976	Master Public Admin. (9 units)/ BSECE	CSP/ RA 1080 (ECE)	ANS	Puerto Princesa Airport	
10	INOFERIO, WAN LESLIE DIANE A.	CNS Systems Officer I	Permanent	F	01/01/2013	18/07/2017	02/12/1989	BSECE	CSP/ RA 1080 (EE)	ANS	Puerto Princesa Airport	
11	LUCERO, JHOBERT V.	CNS Systems Officer I	Permanent	M	01/03/2014	27/09/2018	21/11/1990	BS ECE	RA 1080 (ECE)	ANS	Puerto Princesa Airport	
12	LIM, GENELYN G.	CNS Systems Officer I	Permanent	F	24/04/2017	22/10/2018	24/06/1991	BS ECE	RA 1080 ECE & LET	ANS	Puerto Princesa Airport	
13	PAET, ADAMOR J.	Airfield Lighting Power Technician III	Permanent	M	17/09/1997		01/06/1973	BS in Aircraft Technology	CSP/ CSC ALPT Eligibility	ALPT	Puerto Princesa Airport	
14	DADULA, CHRISTOPHER A.	Airfield Lighting Power Technician II	Permanent	M	01/03/2002		26/10/1974	BS Electrical Engineering (48.5 units)/ Computer System Tech (38 units)	CSSP	ALPT	Puerto Princesa Airport	
15	SOLIS, DENNIS A.	Airfield Lighting Power Technician II	Permanent	M	01/08/2005		16/01/1970	BS in Aeronautical Engineering	CSP	ALPT	Puerto Princesa Airport	
16	AWATIN, EGBERT G.	Airfield Lighting Power Technician II	Temporary	M	23/07/2010	05/01/2015	02/07/1980	Electrical Engineering Technology/ Computer Programming	Reg. Master Electrician (RME)	ALPT	Puerto Princesa Airport	
17	INOCENCIO, RHEX F.	Airfield Lighting Power Technician I	Permanent	M	23/07/2010	05/01/2015	05/01/1978	Electrical Engineering Technology/ Computer Programming	Reg. Master Electrician (RME)	ALPT	Puerto Princesa Airport	
18	TAMAYO, JIMMY OLIVER V.	Airfield Lighting Power Technician I	Temporary	M	13/05/2013	04/03/2016	11/11/1987	Voc. Course (Building Wiring Installation NC II)	None	ALPT	Puerto Princesa Airport	
	<u>AIR TRAFFIC SERVICES</u>											
1	RODRIGUEZ, NATHANIEL T.	Air Traffic Management Officer IV	Permanent	M	20/03/1997		21/02/1973	BS Electrical Engineering	CSSP/CSP/RA 1080 (REE)/ ATC	ATS	Puerto Princesa Airport	

	<u>OFFICE</u>											
1	MALONESIO, PERCY A.	Civil Aviation Area Manager	Permanent	M	01/05/1999		26/09/1961	Master in Public Admn. (Graduate)/ MA in Educ.Mgt (Graduate)/BS Electrical Engineering/	RA 1080 (Electrical Engineer)			Puerto Princesa Airport
2	SONOTA, FLOREVIC P.	Aviation Services Safety Officer	Permanent	F	01/12/2004		18/08/1971	BS Civil Engineering	CSP/RA 1080 (Civil Engineering)	Engineering		Puerto Princesa Airport
3	ARZAGA, JOSELITO R.	Air Terminal Supervisor	Permanent	M	01/04/2002		20/06/1970	BS Forestry	CSP	ARFF		Puerto Princesa Airport
4	EVINA, MA. ENGRACIA P.	Accountant III	Permanent	F	19/08/2013	01/12/2014	18/08/1990	BSBA-Mgt. Acct./BS in Accountancy	CPA	Accounting		Puerto Princesa Airport
5	LORENZO, MARIA RHODORA J.	Budget Officer III	Permanent	F	4/9/09-9/4/14 4/28/15-	22/03/2016	25/04/1976	BSA/ BSED (24units)	CSSP/LET	Budget		Puerto Princesa Airport
6	INFANTE, JOANNA J.	Administrative Officer II	Permanent	F	03/05/2009	01/12/2014	23/04/1975	Master in Public Admn (Graduate)/ BSBA Economics	CSP/ CSSP	Admin/HR		Puerto Princesa Airport
7	ESPARTERO, MA. LOURDES C.	Financial Analyst I	Permanent	F	20/04/2009	01/12/2014	06/03/1983	BS in Commerce/ BSED (18units)	CSP	Concession		Puerto Princesa Airport
8	GABUCO, JELYN B.	Administrative Officer I	Permanent	F	13/06/2011	04/05/2015	06/02/1984	BS in Agricultural Business	PD 907	Disbursement		Puerto Princesa Airport
9	MAGBANUA, RAVILYN H.	Administrative Assistant I	Permanent	F	12/08/2013	01/12/2014	30/07/1990	BSBA-Mgt. Accounting	CSP	Collection		Puerto Princesa Airport
10	MARILAO, MARY FATIMA D.	Administrative Assistant I (Plaridel Item)	Permanent	F	01/07/2011	22/12/2014	23/09/1989	BSBA Mngt./BSED (18units)	LET	Disbursement		Puerto Princesa Airport Plaridel Airport Item
11	SERVANDO, JUMER H.	Driver II	Permanent	M	01/05/2010	04/05/2015	27/05/1982	High School Graduate (ALS)	None	OAM		Puerto Princesa Airport
12	SOLANGUIT, JESSICA B.	Utility Worker II	Permanent	F	20/08/1979		21/05/1954	AB General/ Voc. Coourse (Typing)	None	Supply/Records		Puerto Princesa Airport
13	GUARDIAN, NICANORA G.	Utility Worker II	Permanent	F	01/08/1999	01/01/2015	21/09/1957	High School Graduate	None	Collection		Puerto Princesa Airport

14	MORALES, ENRIQUE P.	Utility Worker II	Permanent	M	11/07/1983		15/03/1961	High School Graduate	None	Terminal Operations	Puerto Princesa Airport	
	<u>CIVIL SECURITY INTELLIGENCE UNIT</u>											
1	TRAJE, ROLSANDO JR. F.	Intelligence Agent I	Permanent	M	16/06/2015		30/11/1981	BS Criminology	RA 1080 (Criminology)	CSIS	Puerto Princesa Airport	
2	SIGUE, REYNALDO JR. A.	Intelligence Agent I	Permanent	M	09/08/2016	01/03/2017	25/04/1984	BSMB (71 units)/ BSA (14 units)	CSP	CSIS	Busuanga Airport	
3	FELIX, RUIS P.	Civil Security Assistant B	Permanent	M	09/06/2015		23/04/1969	AB Pol Sci.	CSP/ NAPOLCOM	CSIS	San Vicente Airport	
4	CALUYONG, JOYCE AMANDA P.	Civil Security Assistant B	Permanent	F	09/06/2015		12/09/1981	BS Criminology	RA 1080 (Criminology)	CSIS	Puerto Princesa Airport	
5	BRIONES, VICTOR B.	Industrial Security Guard B	Permanent	M	10/02/1982		30/08/1958	High School Graduate	None	CSIS	Puerto Princesa Airport	
6	DELIMA, RAUL A.	Industrial Security Guard B	Permanent	M	01/01/1984		10/07/1967	College Level (BSME)	None	CSIS	Puerto Princesa Airport	
	<u>AIRPORT FIREFIGHTER</u>											
1	TEJADA, ROMMEL L.	Fire Marshall I	Permanent	M	30/10/1995		15/01/1970	BSED/ MMgt. (Industrial Psychology)/ DFT/ Welding Arc & Fabrication	CSC Police Officer (Res. No.001631 dtd 7/11/2000)	ARFF	Puerto Princesa Airport	
2	SERVANDO, RAFAEL JR. V.	Fire Fighter IV	Permanent	M	05/01/1975		26/03/1956	BS Criminology/ Aircraft Maint. Tech/ Typing	CSSP/ Airport Firefighter (Un-Assembled)	ARFF	San Vicente Airport	
3	GABAYAN, DENNIS B.	Fire Fighter III	Permanent	M	01/07/2011	01/12/2014	03/01/1981	BS Criminology	RA 1080 (Criminology)	ARFF	Puerto Princesa Airport	
4	NACASI, MARK B.	Fire Fighter III	Permanent	M	01/07/2011	01/12/2014	03/12/1974	Master in Public Admn. (Academic Units)/ BSBA/BS in Nursing/	CSP/CSSP/RA 1080 (Nursing)	ARFF	Puerto Princesa Airport	

5	UY, CHARLIE P.	Fire Fighter III	Permanent	M	30/10/1995		16/12/1974	AB History	CSC Police Officer Exam	ARFF	Puerto Princesa Airport	
6	CENIZA, JOE CARL A.	Fire Fighter II	Permanent	M	01/07/2011	01/12/2014	11/10/1974	MA Mngt. (36units)/ BS HRM	CSP	ARFF	Puerto Princesa Airport	
7	MAGNAYE, RODERICK M.	Fire Fighter II	Permanent	M	01/07/2011	01/12/2014	31/01/1970	Diploma in Fisheries Tech (Aquaculture)	CSSP	ARFF	Puerto Princesa Airport	
8	ORDILLAS, ROY G.	Fire Fighter II	Permanent	M	01/07/2011	01/12/2014	28/09/1976	BS Computer Science/ Computer Programming/ Comp. Tech.	CSSP (Brgy. Kagawad)	ARFF	Puerto Princesa Airport	
9	TIMBANCAYA, JOSEPH A.	Fire Fighter II	Permanent	M	01/05/2010	01/12/2014	11/12/1972	BS Economics	CSSP (Brgy. Official)/ CSP	Supply/ Records	Puerto Princesa Airport	
10	BARROS, STAN C.	Fire Fighter I	Permanent	M	03/10/2014	01/12/2014	08/09/1992	BS Criminology	RA 1080 (Criminology)	ARFF	Puerto Princesa Airport	
11	BLAS, THADDIUS RENANTE L.	Fire Fighter I	Permanent	M	01/07/2011	01/12/2014	09/11/1980	Master in Public Admn. (academic units)/ BS in Biology/BS in Nursing/	RA 1080 (Nursing)	Terminal Operations	Puerto Princesa Airport	
12	BUENVIAJE, EARL JONES D.	Fire Fighter I	Permanent	M	01/10/2013	01/12/2014	17/10/1989	BS Nursing	RA 1080 (Nursing)	ARFF	Puerto Princesa Airport	
13	CACA, BRYAN A.	Fire Fighter I	Permanent	M	01/10/2013	01/12/2014	09/08/1986	BS Criminology	RA 1080 (Criminology)	ARFF	San Vicente Airport	
14	DAGSALIO, MARK JESON M.	Fire Fighter I	Permanent	M	16/02/2013	01/12/2014	09/11/1990	BS Criminology	RA 1080 (Criminology)	ARFF	Puerto Princesa Airport	
15	LAGRADA, DANTE A.	Fire Fighter I	Permanent	M	02/05/2009	01/12/2014	30/08/1977	BS Indus. Educ./ Ref & Aircon Mechanic	LET	ARFF	Puerto Princesa Airport	
16	LLACUNA, MARK DANIEL C.	Fire Fighter I	Permanent	M	16/03/2015	21/03/2016	05/10/1992	BSIT	CSP	ARFF	Puerto Princesa Airport	
17	MOJICA, GERARD ALVIN M.	Fire Fighter I	Permanent	M	12/04/2014	01/12/2014	27/02/1982	BS Civil Engineering	CSSP/CSP	ARFF	Puerto Princesa Airport	
18	PENTECOSTES, LOUIE VERNON M.	Fire Fighter I	Permanent	M	01/07/2011	01/12/2014	13/03/1988	BS Criminology	RA 1080 (Criminology)	ARFF	Puerto Princesa Airport	

19	SANCHEZ, ALEIN VINCENT G.	Fire Fighter I	Permanent	M	01/10/2013	01/12/2014	19/10/1987	BS Nursing	RA 1080 (Nursing)	ARFF	Puerto Princesa Airport	
20	ZARA, ROLANDO JR. G.	Fire Fighter I	Permanent	M	01/02/2015		18/07/1987	BS Nursing	RA 1080 (Nursing)	ARFF	Puerto Princesa Airport	
21	DAGUINOD, CHIRADEE A.	Fire Fighter I	Permanent	F	02/10/2014	08/03/2017	23/12/1986	BEED	LET	ARFF	Puerto Princesa Airport	
22	VENTURILLO, JANESS A.	Fire Fighter I	Permanent	F	02/10/2014	08/03/2017	16/07/1986	BSBA Mngt.	CSSP (Brgy. Eligibility)	ARFF	Puerto Princesa Airport	
23	DINGCOL, NE MARK P.	Fire Fighter I	Permanent	M	08/03/2017		10/06/1992	BS Criminology	RA 1080 (Criminology)	ARFF	Puerto Princesa Airport	
24	ECAYAN, JAY-AR M.	Fire Fighter I	Permanent	M	08/03/2017		24/10/1992	BS Criminology	RA 1080 (Criminology)	ARFF	Puerto Princesa Airport	
PALAWAN RCAG/ RADAR ANF												
<u>AIR NAVIGATION SERVICES</u>												
1	FLAMIANO, MELVIN E.	CNS Systems Officer IV	Permanent	M	01/03/1999		31/08/1974	BSECE	RA1080 (ECE)	ANS	Palawan RCAG/Radar ANF	
2	SIAT, VINCENT M.	CNS Systems Officer III	Permanent	M	01/03/1977		03/11/1956	Vocational (General Electronics)	Airways Technician PD 807 (CSC MC# 435)	ANS	Palawan RCAG/Radar ANF	
3	FAVILA, NORLITO A.	CNS Systems Officer II	Permanent	M	08/06/2009	27/05/2015	11/10/1984	BSECE	RA1080 (ECE)	ANS	Palawan RCAG/Radar ANF	
4	BADILLA, JAYSON T.	CNS Systems Officer I	Permanent	M	19/09/2011	18/07/2017	12/05/1989	BSEE	RA 1080 (REE)/ CSP/ CSSP	ANS	Palawan RCAG/Radar ANF	
5	PAGAYONA, CRESTA LUZ B.	CNS Systems Officer I	Permanent	F	01/01/2013	20/08/2018	21/03/1988	BSECE	RA 1080 (EE)	ANS	Palawan RCAG/Radar ANF	
6	LABARIA, RONNIE N.	Airfield Lighting Power Technician II	Permanent	M	16/07/2003		31/12/1974	BSME	RA 1080 (ME)	ALPT	Palawan RCAG/Radar ANF	
7	LABAGUIS, RENEEDEN G.	Airfield Lighting Power Technician I	Permanent	M	05/01/2005		03/08/1980	BSEE	RA 1080 (EE)	ALPT	Palawan RCAG/Radar ANF	

BUSUANGA AIRPORT

BUSUANGA AIRPORT												
	<u>AIR NAVIGATION SERVICES</u>											
1	FACTOR, MARLON B.	CNS Systems Officer II	Permanent	M	01/06/2009	17/06/2015	18/11/1980	BS ECE	RA 1080 (ECE)	ANS	Puerto Princesa Airport	
2	ENERIO, ALDRAIN DIONNE A.	CNS Systems Officer I	Job Order	M	24/04/2017		18/08/1993	BS ECE	RA 1080 EE & Electronics Technician	ANS	Busuanga Airport	
3	DE RAMAS, ZOSIMO III S.	Airfield Lighting Power Technician I	Permanent	M	01/07/2011	08/12/2014	20/02/1991	Associate in Aircraft Maintenance Tech.	MC 11 - ALPT/ Airmen Exam Board	ALPT	Busuanga Airport	
4	REAL, CESAR JR. M.	Airfield Lighting Power Technician I	Temporary	M	12/19/02-11/16/14; 9/1/16-	18/09/2017	26/12/1970	Police Science Technology (89 units)	CSC MC11 Automotivee Mechanic	ALPT	Busuanga Airport	
	<u>AIR TRAFFIC SERVICES</u>											
1	RODRIGUEZ, EMMANUEL T.	Air Traffic Management Officer III	Permanent	M	27/12/2006		07/12/1982	BS ECE	RA 1080 (ECE)/ ATC	ATS	Busuanga Airport	
2	BARIÑAN, KELVIN TROY V.	Air Traffic Management Officer I	Permanent	M	17/10/2012	23/03/2017	28/11/1988	BS Nursing	RA 1080 (Nursing)/ CSP/ ATC	ATS	Busuanga Airport	
3	CASTRO, JOSEF NOEL A.	Air Traffic Management Officer I	Permanent	M	10/07/2013	23/03/2017	20/01/1989	BS Nursing	RA 1080 (Nursing)/ ATC	ATS	Busuanga Airport	
	<u>AIRPORTS</u>											
1	CABITAC, WILFREDO	Airport Manager II	Permanent	M							Busuanga Airport	
2	ABELLANO, MARK BERNARD P.	Fire Fighter II	Permanent	M	01/10/2011	01/12/2014	18/06/1988	Bachelor of Elementary Education	LET	ARFF	Busuanga Airport	
3	GABINETE, ALLAN F.	Fire Fighter I	Permanent	M	20/10/2014	01/12/2014	14/11/1977	Associate in Marine Transportation	CSSP	ARFF	San Vicente Airport	
4	UBAY, JESSER G.	Fire Fighter I	Permanent	M	09/06/2015		06/11/1991	BS Criminology	RA 1080 (Criminology)	ARFF	Busuanga Airport	
5	CABINGAN, JOHN PAUL D.	Fire Fighter I	Permanent	M	01/07/2016		18/11/1989	BS Nursing	RA 1080 (Nursing)	ARFF	Busuanga Airport	

6	CAYUPAN, ENGER S.	Fire Fighter I	Permanent	M	14/07/2016		12/09/1988	BS Criminology	RA 1080 (Criminology)	ARFF	Busuanga Airport	
7	CORONADO, LEO T.	Fire Fighter I	Permanent	M	01/08/2016		18/07/1975	BS Criminology/ BS Marine Transporation	RA 1080 (Criminology)/ CSC Police Entrance	ARFF	Busuanga Airport	
8	SACLET, BRYAN LEMUEL S.	Fire Fighter I	Permanent	M	09/06/2015	01/12/2014	23/11/1991	BS Criminology	RA 1080 (Criminology)	ARFF	Busuanga Airport	
9	CAABAY, MICHAELA P.	Fire Fighter I	Permanent	F	08/03/2017		16/10/1994	BS Criminology	RA 1080 (Criminology)	ARFF	Puerto Princesa Airport	
10	LOPEZ, JOHN EMIL G.	Fire Fighter I	Permanent	M	01/07/2017		26/04/1992	BS Computer Engineering	CSP	ARFF	Busuanga Airport	
11	NOVERO, EUSPICIO JR. O.	Utility Worker II	Permanent	M	04/06/1978	01/12/2014	16/07/1955	Elementary Graduate	None	Terminal Operatio ns	Busuanga Airport	
SAN VICENTE AIRPORT												
1	IMPERIO, ENRIQUE M.	ATMO I	Permanent	M							San Vicente Airport	ATS Order No. 40- 2018
CUYO AIRPORT												
1	GABO, LESHEN G.	Utility Worker II	Permanent	F	16/02/2004	01/12/2014	07/12/1970	Education (undergrad)/ 2 yr Office Mgmt	None		Cuyo Airport	

Local Trainings Attended by Area IV Employees
For Calendar Year 2018

NO.	DATE	TITLE	ATTENDEES
1	Dec. 17-18, 2018	Basic Customer Service Skills	1 Ravilyn H. Magbanua 2 Thaddius Renante L. Blas
2	Nov. 22-24, 2018	73rd Phil. Institute of Certified Public Accountants (PICPA)	1 Ma. Engracia P. Evina
3	Nov. 21-22, 2018	Republic Act No. 9184 & its 2016 Revised Implementing Rules and Regulations.	1 Rowland Alarcon 2 Christopher A. Dadula 3 Florevic P. Sonota
4	Nov. 19-23, 2018	Aviation Security Oversight Training/Workshop	1 Rolsando F. Traje
5	Nov. 19-23, 2018	Recurrency Training for AVSEC Personnel	1 Raul A. Delima
6	Nov. 5-16, 2018	AVSEC Supervisors Course	1 Amanda Joyce P. Caluyong 2 Ruis P. Felix
7	Nov. 5-16, 2018	Leadership Course (LDR 06/18)	1 Mel P. Sabido 2 Kelvin Troy V. Bariñan
8	Oct. 29-31, 2015	Phil. Institute of Civil Engineers, Inc. (PICE)	1 Florevic P. Sonota
	Oct. 22-26, 2018	Basic & Recurrency Aerodrome Rescue & Firefighting Course (Busuanga Airport)	1 Mark Bernard P. Abellano 2 John Paul D. Cabingan 3 Enger S. Cayupan 4 Leo T. Coronado 5 John Emil Lopez 6 Bryan Lemuel Saclet 7 Jesser G. Ubay <i>(plus J.O. & other participants)</i>
9	Oct. 10-13, 2018	2016 Revised Implementing Rules & Regulations of RA 9184-Govt. Procurement Reform Act)	1 Rafael V. Servando, Jr. 2 Melvin E. Flamiano 3 Enger S. Cayupan 4 Aaron P. Sonota 5 Rommel L. Tejada 6 Thaddius Renante L. Blas 7 Claro A. Rillo 8 Mark B. Nacasi 9 Joanna J. Infante 10 Ma. Lourdes C. Espartero 11 Mary Fatima D. Marilao 12 Chiradee A. Daguinod 13 Rowland Alarcon

			14 Adamor J. Paet 15 Christopher A. Dadula 16 Joseph A. Timbancaya 17 Dennis A. Solis 18 Jimmy Oliver V. Tamayo 19 Florevic P. Sonota 20 Jelyn B. Gabuco 21 Ravilyn H. Magbanua
10	Oct. 1-12, 2018	Security Screeners Course	1 Raul A. Delima
11	Sept. 17-21, 2018	Runway Safety Seminar/Workshop	1 Stan Barros
12	Sept. 15, 2018	Institute of Electronics Engineers of the Philippines	1 John Paul J. Yu 2 Johnny A. Mahinay 3 Melvin A. Flamiano 4 Norlito A. Favila 5 Melanie G. Quijano 6 Annabelle B. Guinguing 7 Al Brian R. Guinguing 8 Wan Leslie Diane A. Inoferio 9 Cresta Luz B. Pagayona 10 Jhobert V. Lucero
13	Sept 3-28, 2018	Supervisory Management Course 04/18	1 Jeffrey B. Migallos 2 Maria Rhodora Lorenzo 3 Jelyn B. Gabuco 4 Mark Bernard P. Abellano
14.	Sept. 4-7, 2018	Career Planning & Development Seminar	1 Joanna J. Infante
15	August 15-17, 2018	Appraisal and Disposal Of Government Properties	1 Claro A. Rillo 2 Joseph A. Timbancaya 3 Ma. Engracia P. Evina 4 Rafael V. Servando Jr.
16	August 8-11, 2018	PAGBA	1 Maria Rhodora J. Lorenzo
17	August 6-10, 2018	Basic & Recurrency Aerodrome Rescue & Firefighting Course (Puerto Princesa International Airport)	1 Rommel L. Tejada 2 Dennis B. Gabayan 3 Mark B. Nacasi 4 Charlie P. Uy 5 Joe Carl A. Ceniza 6 Roderick M. Magnaye 7 Roy G. Ordillas 8 Stan C. Barros 9 Earl Jones D. Buenviaje

			10 Michaela P. Caabay 11 Mark Jeson Dagsalio 12 Chiradee Daguinod 13 Ne Mark P. Dingcol 14 Jay-Ar M. Ecayan 15 Dante A. Lagrada 16 Mark Daniel C. Llacuna 17 Gerard Alvin M. Mojica 18 Louie Vernon Pentecostes 19 Alein Vincent G. Sanchez 20 Janess A. Venturillo 21 Rolando G. Jr. Zara 22 Michael Magbanua 23 Carlito Mendoza <i>(plus other J.O. employees)</i>
18	July 30-Aug. 3, 2018	Aircraft Accident/Incident Investigation	1 Rolsando F. Traje Jr.
19	July 22-27, 2018	Employee Counselling & Grievance Handling	1 Aaron P. Sonota 2 Nathaniel T. Rodriguez 3 Rommel L. Tejada
20	July 16-27, 2018	Leadership Course(LDR 04/18)	1 Mark B. Nacasi 2 Bryan A. Caca 3 Allan G. Gabinete
21.	July 16-20, 2018	Recurrency Training for AVSEC Personnel (Based on ICAO-TRAINAIR STP123/BASIC)	1 Felix P. Ruiz
22	July 4-6, 2018	Philgeps Buyer's Training Phase I	1 Florevic P. Sonota 2 Jelyn B. Gabuco 3 Mary Fatima Marilao
23	June 18-29, 2018	Aviation Security Inspectors Course (ASTP123/INS) Batch 01/18	1 Rolsando F. Traje, Jr.
24	June 18-22, 2018	Runway Safety Seminar/Workshop-Focusing on Prevention of Runway Incursion	1 Nathaniel T. Rodriguez 2 Kelvin Roy V. Barinan 3 Alein Vincent G. Sanchez
25	June 6-8, 2018	New Employees Orientation Program (NEOP)	1 Jeffrey B. Migallos 2 John A. Solita 3 Mares Vily B. Bajar 4 Annabelle T. Barrera 5 Jayson T. Badilla 6 Al Brian R. Guinguing 7 Melanie G. Quijano

			8 Wan Leslie Diane A. Inoferio 9 Egbert A. Awatin 10 Rhex F. Inocencio 11 Jimmy Oliver V. Tamayo 12 Ma. Engracia P. Elvina 13 Maria Rhodora J. Lorenzo 14 Joanna J. Infante 15 Jelyn B. Gabuco 16 Ma. Lourdes C. Espartero 17 Ravilyn H. Magbanua 18 Mary Fatima D. Marilao 19 Jumer H. Servando 20 Nicanora G. Guardian 21 Mark B. Nacasi 22 Joseph A. Timbancaya 23 Thaddius Renante L. Blas 24 Stan C. Barros 25 Mark Jeson M. Dagsalio 26 Ne Mark P. Dingcol 27 Jay-Ar M. Ecayan 28 Dante A. Lagrada 29 Reynaldo A. Sigue, Jr. 30 Rolsando F. Traje, Jr. 31 Ruis P. Felix 32 Joyce Amanda G. Paglinawan 33 John Paul J. Yu 34 Edmund ian A. Arias 35 Kelvin Troy V. Barinan 36 Josef Noel A. Castro 37 John Paul D. Cabingan 38 Enger S. Cayupan 39 John Emil G. Lopez 40 Jesser G. Ubay 41 Bryan A. Caca 42 Allan F. Gabinete 43 Leshar G. Gabo
26	May 7- June 1, 2018	Supervisory Management Course (SMC-02/18)	1 Norlito A. Favila 2 Lourdes C. Espartero
27	April 11-13, 2018	Incident Command System Seminar Workshop	1 Melvin E. Flamiano 2 Michaela P. Caabay

			3 Micheal A. Magbanua 4 Christine Kie G. Beguina 5 Mary Joy T. Llanan 6 Jesusa T. Perante
28	March 19-23, 2018	Introduction to Civil Aviation Course (ICA 01/18)	1 Joe Carl A. Ceniza
29	March 12-16,2018	Recurrency Training for AVSEC Personnel	1 Rosando Traje Jr.
30	March 5-16, 2018	Leadership Training Course	1 Ravilyn H. Magbanua 2 Joseph A. Timbancaya 3 Leo T. Coronado 4 Mary Fatima Marilao
31	March 5-9, 2018	3rd Airport Security Programme Workshop	1 Amanda Joyce G. Paglinawan 2 Raul Delima
32	Feb. 26-Mar. 9, 2018	AVSEC Screeners Course (based on ICAO-TRAINAIR STP 123/BASIC)--01/18	1 Ruis P. Felix

b.5.5.4.Financial Highlights

b.5.5.4.1. Proposed Budget vs Actual Expenses with Assessment

TABLE 3

Third Quarter CY 2018 (January 1, 2018 to September 30, 2018)

UNIT: Area Center IV

	Proposed Budget	Actual Expenses	Variance (%)
1 Communication	371,000.00	276,689.26	74.58%
2 Water	2,910,000.00	3,068,885.85	105.46%
3 Electric Bills	23,825,000.00	30,600,437.86	128.44%
4 Project Preparation Expenses etc			
Repair & Maintenance	10,660,000.00	4,283,393.16	40.18%
Infrastructure Projects	9,975,000.00	3,899,407.97	39.09%
TOTAL	47,741,000.00	42,128,814.10	88.24%

Project Profile/Brief Description of the Projects-Locally Funded Projects (LFP) and Foreign-Assisted Projects (FAPs)

List of Projects Being Implemented and Completed
(as of November 30, 2018)

TABLE 3.

Name of Project	Airport	CY	Contract Time (Days)	Contract Amount
A. Repair and Maintenance Works				
1. Beautification of Landside Area	Puerto Princesa	2018	244cd	297,000.00
2. Declogging/Dredging of Open Canal at Runway Strip	Puerto Princesa	2018	120cd	467,065.00
3. Improvement of Kid's Play Area and Breastfeeding Nook	Puerto Princesa	2018	60cd	100,000.00
4. Siphoning and Hauling of Septic Tank	Puerto Princesa	2018	275cd	149,295.00
5. Repair/Improvement of Security Fence and Gate	Puerto Princesa	2018	45cd	1,494,537.24
6. Pest Control	Puerto Princesa	2018		
7. Repair of Various Furniture and Fixtures	Puerto Princesa	2018	30cd	299,500.00
8. Grading of Runway Strip	Puerto Princesa	2018	60cd	674,160.00
9. Repair and Maintenance – Air Conditioning Unit	Puerto Princesa	2018	-	-
10. Repair and Maintenance – CPU and Accessories	Puerto Princesa	2018	30cd	199,850.00
11. Repair and Maintenance – Photocopying Machine	Puerto Princesa	2018	90cd	86,000.00
12. Repair and Maintenance – Motor Vehicle	Puerto Princesa	2018	-	-
13. Repair of Grasscutter (6 Units)	Puerto Princesa	2018	-	-
14. Repair of Tractor Mower	Puerto Princesa	2018	60cd	296,350.00
15. Repair/ Repainting of Runway Markers/ Markings	Puerto Princesa	2018	60cd	848,500.00

16. Repair/ Repainting of Staffhouse A and B, and Site Office	Puerto Princesa	2018	120cd	994,955.90
17. Vegetation Control	Puerto Princesa	2018	305cd	749,512.00
18. Beautification of Landside Area	Busuanga	2018	-	-
19. Declogging/Dredging of Open Canal at Runway Shoulder	Busuanga	2018	60cd	298,900.00
20. Improvement of Concrete Stockroom	Busuanga	2018	45cd	224,450.00
21. Repair/Improvement of Lighting Fixtures at Passenger Terminal Building	Busuanga	2018	-	-
22. Repair of Grasscutter	Busuanga	2018	-	-
23. Repair of Tractor Mower	Busuanga	2018	-	-
24. Repair/Rehabilitation of CSI Office	Busuanga	2018	-	-
25. Repair/Rehabilitation of Glass Swing Doors and Glass Windows at Passenger Terminal Building	Busuanga	2018	-	-
26. Repair/Repainting of Runway Markers/Markings	Busuanga	2018	30cd	548,000.00
27. Resealing of Runway Cracks and Joints	Busuanga	2018	40cd	495,570.00
28. Siphoning and Hauling of Septic Tank	Busuanga	2018	-	-
29. Vegetation Control	Busuanga	2018	30cd	249,000.00
30. Repair of Restroom in Passenger Terminal Building	Cuyo	2018	45cd	98,500.00
31. Repair/Repainting of Runway Markers/Markings	Cuyo	2018	120cd	134,260.30
32. Beautification of Landside Area	San Vicente	2018	60cd	910,000.00
33. Repair/Repainting of Runway Markers/Markings	San Vicente	2018	30cd	548,500.00
34. Repair/Repainting of ARFF Building	San Vicente	2018	120cd	695,080.00
35. Repair/Repainting of Passenger Terminal Building	San Vicente	2018	150cd	745,109.75
36. Resealing of Runway Cracks and Joints	San Vicente	2018	60cd	499,000.00

37. Vegetation Control	San Vicente	2018	60cd	249,000.00
B. Infrastructure Projects				
1. Construction of Concrete Canal at Runway Strip	Puerto Princesa	2018	-	-
2. Proposed Motor Pool Garage for Service Vehicles and Tractor	Puerto Princesa	2018	-	-
3. Proposed Domestic Sewage Water Generation	Puerto Princesa	2018	190cd	1,373,613.35
4. Provision of Garage for Staff House	Puerto Princesa	2018	45cd	299,450.00
5. Provision of Six (6) Units Guard Post	Puerto Princesa	2018	120cd	267,954.72
6. Provision of Well Wishers Park (Waiting Area)	Puerto Princesa	2018	120cd	444,347.00
7. Provision of Plant Nursery	Puerto Princesa	2018	45cd	149,000.00
8. Provision of Six (6) Units Guard Post	San Vicente	2018	120cd	267,230.78
9. Provision of Airport Stainless Signage	San Vicente	2018	30cd	500,000.00
10. Provision of Fire Protection System (FDAS, FSS, Emergency Lights and Signages)	Busuanga	2018	-	-
11. Provision of Staff House	Busuanga	2018	-	-
12. Provision for Additional Septic Tank	Busuanga	2018	-	-
13. Provision of Additional Water Tank Reservoir for ARFF Station	Busuanga	2018	-	-
14. Provision of Lighting for Vehicular Parking Area	Busuanga	2018	-	-
15. Provision of Signages	Busuanga	2018	-	-

16. Improvement of Water System	Busuanga	2018	195cd	4,361,295.94
17. Provision of Rainwater Collection System	Cuyo	2018	180cd	1,233,927.52
18. Construction of Powerhouse	Cuyo	2018	-	-

TABLE 4.

No.	Project Details	Status As of November 30, 2018
A	Repair and Maintenance Works	
1	Beautification of Landside Area	Completed
2	Declogging/Dredging of Open Canal at Runway Strip	Completed
3	Improvement of Kid's Play Area and Breastfeeding Nook	On-Going 90%
4	Siphoning and Hauling of Septic Tank	On-Going 95%
5	Repair/Improvement of Security Fence and Gate	On-Going 20%
6	Pest Control	On-Going
7	Repair of Various Furniture and Fixtures	On-Going 40%
8	Grading of Runway Strip	Completed
9	Repair and Maintenance – Air Conditioning Unit	For Notice to Proceed
10	Repair and Maintenance – CPU and Accessories	On-Going 30%
11	Repair and Maintenance – Photocopying Machine	Completed
12	Repair and Maintenance – Motor Vehicle	For Quotation
13	Repair of Grasscutter (6 Units)	For Bid Evaluation
14	Repair of Tractor Mower	On-Going 80%
15	Repair/ Repainting of Runway Markers/ Markings	On-Going 90%
16	Repair/ Repainting of Staffhouse A and B, and Site Office	Completed
17	Vegetation Control	Completed

18	Beautification of Landside Area	For POW Preparation
19	Declogging/Dredging of Open Canal at Runway Shoulder	Completed
20	Improvement of Concrete Stockroom	On-Going
21	Repair/Improvement of Lighting Fixtures at Passenger Terminal Building	Cannot be implemented due to the Rehabilitation of the Airport's Facilities PTB by ADMS
22	Repair of Grasscutter	For Quotation
23	Repair of Tractor Mower	For PhilGEPS Posting
24	Repair/Rehabilitation of CSI Office	Cannot be implemented due to the Rehabilitation of the Airport's Facilities PTB by ADMS
25	Repair/Rehabilitation of Glass Swing Doors and Glass Windows at Passenger Terminal Building	For PhilGEPS Posting
26	Repair/Repainting of Runway Markers/Markings	On-Going
27	Resealing of Runway Cracks and Joints	Completed
28	Siphoning and Hauling of Septic Tank	For Quotation
29	Vegetation Control	On-Going
30	Repair of Restroom in Passenger Terminal Building	Completed
31	Repair/Repainting of Runway Markers/Markings	Completed
32	Beautification of Landside Area	On-Going 90%
33	Repair/Repainting of Runway Markers/Markings	On-Going
34	Repair/Repainting of ARFF Building	Completed
35	Repair/Repainting of Passenger Terminal Building	Completed
36	Resealing of Runway Cracks and Joints	On-Going
37	Vegetation Control	On-Going
B.	Infrastructure Projects	

1	Construction of Concrete Canal at Runway Strip	For Carry Over for CY 2019
2	Proposed Motor Pool Garage for Service Vehicles and Tractor	For Carry Over for CY 2019
3	Proposed Domestic Sewage Water Generation	Completed but subject for Final Technical Inspection and Acceptance
4	Provision of Garage for Staff House	On-Going
5	Provision of Six (6) Units Guard Post	Completed
6	Provision of Well Wishers Park (Waiting Area)	Completed
7	Provision of Plant Nursery	Completed
8	Provision of Six (6) Units Guard Post	Completed
9	Provision of Airport Stainless Signage	Completed
10	Provision of Fire Protection System (FDAS, FSS, Emergency Lights and Signages)	For POW Preparation
11	Provision of Staff House	For POW Preparation
12	Provision for Additional Septic Tank	For Quotation
13	Provision of Additional Water Tank Reservoir for ARFF Station	For Re-Posting
14	Provision of Lighting for Vehicular Parking Area	For Quotation
15	Provision of Signages	For Carry Over for CY 2019
16	Improvement of Water System	Completed but subject for Final Technical Inspection and Acceptance
17	Provision of Rainwater Collection System	On-Going 90%

18	Construction of Powerhouse	Cannot be implemented and to be included in the ADMS Development Plan For Cuyo Airport
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