

**CAAP Security and  
Intelligence Service  
(CSIS)**

# CSIS Annual Report 2017

## I. Introduction

The Civil Aviation Authority of the Philippines Security and Intelligence Service caters to numerous functions basically distributed under two divisions namely: Security Operations Security Division and Intelligence and Investigation Division. The report of this office is thereby organized per function as designated.

## II. Report Compilation from the Two Divisions

### CIVIL SECURITY DIVISION

#### OPERATIONS SECTION

1. The Security Operations Section assesses & evaluates Security Vulnerabilities of CAAP Airports and Facilities to establish, develop and formulate systems, policies, procedures and measures to ensure safety and security of CAAP personnel, installations, aerodromes & stakeholders through control of access & movement of passengers/non-passengers and vehicles. The following are its undertakings:

LOCATION	Jan	Feb	Mar	Apr	May	Jun
Ormoc	x					
San Vicente					x	
Puerto Princesa					x	
Tablas		x				
Marinduque		x				
Masbate		x				
Jolo					x	

2. It formulates guidelines and procedures for the effective supervision for private security agencies and CSIS personnel operating in CAAP Airports and Facilities as well as to conduct required security training.

COURSE	Jan	Feb	Mar	Apr	May	Jun
AVSEC Screeners		Tacloban				
AVSEC Screeners					Legaspi	
Basic AVSEC					Tacloban	

3. It determines approval of recommendation for the extension and/or termination of security provider services from Standards and Compliance Section based on performance. Alas Security Agency in Tacloban was reviewed last May.

4. It provides assistance in the conduct of security services bidding and administration of security services contract and other related matters. For this year, assistance was minimal. CSIS provided such assistance to NCR, Area 1 and Area 11 last January.

5. It monitors compliance on the implementation of policies, system and procedures on security operations as well as responses to incidents relating to security on the daily basis.

6. It conducts security survey and inspection of all airports and facilities nationwide to determine the required and ideal manpower requirements for both CSIS Personnel and PSA Guards prior to the bidding for security services as well as for requests for additional security manpower. The following are the activities:

LOCATION	Jan	Feb	Mar	Apr	May	Jun
Tablas			x			
CNS-ATM				x		
Puerto Princesa			x			
Tuguegarao						x
Jolo					x	

7. It prepares Daily Situation Information Report to be submitted to Chief, CSIS or Security Operations, SD. In summary, it has accumulated reports from different areas. The highlights detailed an incident report regarding a Car Incident, qualified Theft, unattended baggage and Improvised Explosive Device report. It has monitoring report and Status of Equipment report.

8. Performs other related functions and security activities as may be directed by management. This office was tasked to investigate the accidental firing outside the airport complex last April, provided security escort to the delegates conducting the Masters in Aviation Safety Management Course since October 2016 to April 2018 and provided all necessary support during the ASEAN Summit.

#### STANDARDS & COMPLIANCE SECTION

1. This section is responsible for the monitoring of security services contract for Area Center I-XII and depending on performance, may recommend extension and/or termination of contract. The highlights were the recommended negative renewal of contract for Alas Security Agency and Armorshield.

2. It prepares the Bidding Documents and Terms of Reference (TOR) for the conduct of public bidding for security services nationwide. For this year, CNS-ATM is on progress.

3. It is responsible for safekeeping of documents related to conducted public bidding for security services nationwide. As of this time POWs are being prepared for Security Services.

4. It coordinates with training section for the conduct of Basic AVSEC to all PSA guards nationwide. The programs are the following:

LOCATION	Jan	Feb	Mar	Apr	May	Jun
Area III						X
CNS-ATM			X	X	X	X
Area IX			X	X	X	X
Area XII	Pending					

5. It performs other related functions and security activities as may be directed by management. No special instruction was given except its contribution to ASEAN Summit and security escorts.

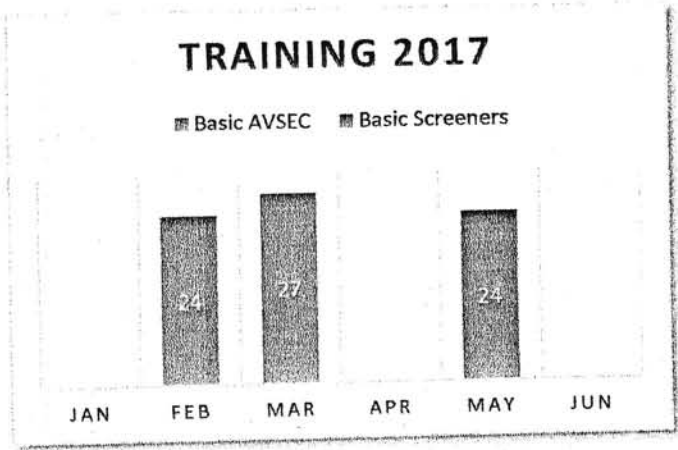
**TRAINING SECTION**

1. The Training Section ensures that personnel implementing security control possess competencies required to perform their duties and are appropriately trained in accordance to the requirements of the National Civil Aviation Security Program (NCASP) and maintain updated records.

LOCATION	Jan	Feb	Mar	Apr	May	Jun
Screeners		6-18 Tacloban				
Screeners			6-17 CATC			
Basic AVSEC			15-19 Tacloban			

2. It selects and screens qualified CSIS personnel nationwide for Aviation Security Courses. It offers local and foreign trainings with recommendation and approval from ADG II, CSIS. Last 8-10 May 2017, CSIS applicants in Puerto Princesa took the examination and were interviewed.

3. It maintains and updates training database for all CSIS personnel nationwide for use in preparation for recommending personnel for offered training based of course pre-requisites.





4. It coordinates with HRMD and Civil Aviation Training Centre (CATC) on the selected qualified CSIS Personnel for both local and foreign training. Coordination were made on the months as indicated below:

Contact Person	Jan	Feb	Mar	Apr	May	Jun
Mr. Cortez		X	X			
Mr. Tuliao		X	X			
Mr. Petiluna		X	X			

5. It coordinates with CATC in the conduct of Basic Aviation Security Training for both CSIS Personnel through Mobile Training Team and Security Provider Guards under contract with CAAP. Coordination were made on the indicated months as shown on the training 2017 chart.

6. It prepares Travel order and memo Brief for Aviation Security Mobile Training Team.

Travel Order	Location	Jan	Feb	Mar	Apr	May	Jun
TO#1205-17	Tacloban					15	
TO#291-17	Tacloban		6-18				
TO#1234-17	Legaspi					21	

7. It submits report after completion of AVSEC training both Phase I – Theoretical and Phase II – OJT Checkout. This was submitted to Mr. Tuliao in CATC.

#### **NCR – CAP & AREA AIRPORTS SECTION**

1. This section maintains peace and order within CAAP Offices, Air Navigation facilities and other vital installations in coordination with local police authorities and other peace keeping entities in NCR. To maintain peace and order it strictly implements existing standard operating procedure throughout its jurisdiction.

2. It recommends improvements of policies, rules and regulations on safety and security policy rules and regulations. On the month of June, it implemented guard mounting activity twice a day.

3. It implements safety and security policies, guidelines, procedures, rules and regulations. Aside from the usual activities of CAAP, it even provides clearances for the use of facilities by non-CAAP employees such as the CAAP Basketball court which was utilized by the PAL employees last 15 Feb 2017.

4. It implements security measures on access control of people and vehicle to CAAP Offices, Airports and facilities nationwide. The following lists show some sample security measures being implemented:

a. Escorting:

- i. Educational tour/Facility visit at manila tower/Air Navigation facilities with the PUP students
- ii. Facility visit Manila control tower Air Traffic Services/Naval Aviation Officers Course Class 08
- iii. Early video photoshoot in ATM center compound

b. Monitoring

- i. Pull-out of materials used by ESRI at the back of main building
- ii. Installation of one (1) unit Panasonic split type air-conditioning for media communication under ODG

5. It supervises private security agencies on respective area & airports nationwide. A daily security inspections is implemented to this effect such as the conduct of private security agency inspection at 0630H.

6. It updates respective security program in accordance with the NCASP to be submitted to CSIS Central Office. There are no significance updates to report as of this time.

7. It prepares security reports to be submitted to CSIS Central Office or Security Operations, SD. There was an Information report re: NCR-CAPO personnel who failed to report on duty since January 1, 2017.

8. It also performs other task as may be directed by the Authority. The following is the list of their performance:

- a. Escort DOTr USEC Lim at CNS-ATM with Cong. Sandoval
- b. Preparation of parking for the arrival of Sec. Tugade and Russian Ambassador with 12 companions for a Board meeting
- c. Prepared manning for the 9<sup>th</sup> anniversary fun run activities
- d. Preparation for the arrival of DOTr Sec. Tugade and DND Sec. Lorenzana and Speaker of the House Alvarez
- e. Assist USEC Mercado DOTr

**ADMIN**

1. The Admin Section maintains a secured file of references, correspondence and other documents relevant to the office. Due to the rearrangement of office layout and disconnection of LAN, most of the inputs were disrupted and delayed.

a. Outgoing

AIRPORT/OFFICE	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
OFFICE OF THE DIRECTOR GENERAL	8						8
AIR TRAFFIC SERVICE	1						1
AERODROME DEVELOPMENT AND MANAGEMENT SERVICE	1						1
ENFORCEMENT AND LEGAL SERVICE	1						1
OFFICE OF THE CORPORATE BOARD SECRETARY	3						3
ADMINISTRATIVE DEPARTMENT	1						1
ACCOUNTING DIVISION	2						2
ICAO COORDINATING STAFF	1						1

RECORDS SECTION	1						1
HRMD	13						13
FINANCE DEPT	3						3
BUDGET SECTION	9						9
OFFICE OF THE DEPUTY DIRECTOR GENERAL	3						3

b. Incoming

AIRPORT/OFFICE	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
CSI CAAP MAIN OFFICE	2	2					4
CIVIL AVIATION TRAINING CENTER (CATC)	4		2				6
TUGUEGARAO AIRPORT	1						1
AIR NAVIGATION SERVICE	1	1					2
MANAGEMENT INFORMATION SERVICE	2	1	1				4
OFFICE OF THE DEPUTY DIRECTOR GENERAL FOR ADMIN	1						1
OFFICE OF THE DIRECTOR GENERAL	37	17	2				56
INTERNATIONAL CIVIL AVIATION OFFICE	1						1
AERODROME DEVELOPMENT AND MANAGEMENT SERVICE	1						1
MOTORPOOL		1					1
ENFORCEMENT AND LEGAL SERVICE			2				2
BUILDING AND GROUNDS MAINTENANCE	2						2
OPERATION & RESCUE COORDINATION CENTER		1					1
OFFICE OF THE CORPORATE BOARD SECRETARY	12	43	7				62
BUSUANGA AIRPORT	1						1
ADMINISTRATIVE DEPARTMENT	1						1
COLLECTION UNIT	1						1
ACCOUNTING DIVISION	5	6					11
ICAO COORDINATING STAFF	12	7	3				22
RECORDS SECTION	1						1
HRMD	14	8	1				23
FSIS LICENSING	2						2
SUPPLY DIVISION	1	2					3
BAC	1						1
AIRMEN EXAMINATION BOARD		1					1
FINANCE DEPT	1	4	1				6
PERSONNEL SECTION	1						1
OFFICE OF THE DEPUTY DIRECTOR GENERAL	1	3					4
PROCUREMENT DIVISION	1	1					2
LAGUINDINGAN AIRPORT	1						1

2. It is responsible in generating periodic reports of Security Division. The above lists are also the basis for these periodic reports.

3. It is responsible in the preparation of memos and other correspondence to other offices. (see above lists)

4. It allocates personnel for scheduled local AVSEC training. (see training report)

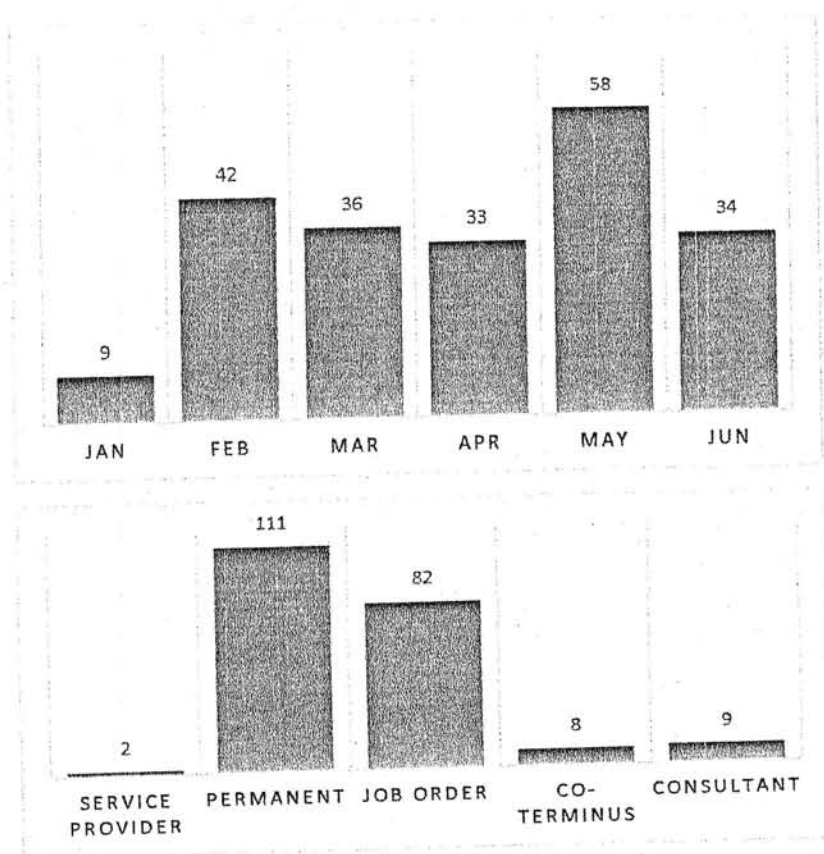
5. It prepares documents and other credentials for foreign training, seminars/workshops of CSIS Personnel. It had prepared CASP-AP Airport Security Programme Development workshop in Maldives from May 8-11, 2017, Philippine-Australia Cooperation on Transport (PACT) Visit on May 15-17, 2017 and CASP-A Aviation Security Management Seminar in Paro, Bhutan on June 5-8, 2017.

6. It oversees and ensures that the implementation of the assigned tasks to its personnel are smoothly carried-out in a daily basis. (Nothing to highlight)

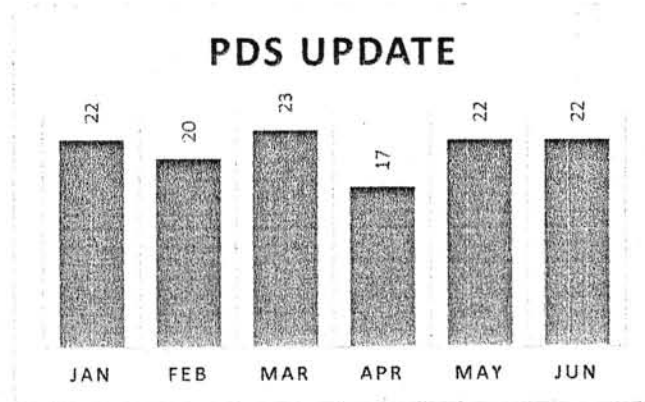
7. It does other relevant tasks as directed by higher authorities. (None)

#### ID & PASS CONTROL SECTION

1. This section processes/issues CAAP ID to all CAAP employees nationwide. The charts below show the recap of their accomplishment:



2. It maintains/updates CSIS personnel database file of CSIS personnel nationwide.



3. It processes/issues CAAP Car Pass for all vehicle entering CAAP Compound. No Car Pass was processed for this year.

4. It processes/issues Security Clearance to all personnel transacting business within CAAP premises. Data as shown below:

PARTICULARS	Jan	Feb	Mar	Apr	May	Jun
Temporary ID	119					1
Security Clearance	143	148	87	111	102	11
TOTAL	262	148	87	111	102	12

5. It performs other tasks as the Division Chief, and the Chief, Administrative Section may direct. These are the following:

- a. Received/Sent Emails from different Area Centers/Airports nationwide.
- b. Integrated the Airport Access Control Database of Iloilo International Airport.
- c. Designed Restricted Area Access Badge for Iloilo International Airport.
- d. Maintain the LAN Connection of CSIS Office.
- e. Sent email to Mr. Allan Meode regarding Certificate as to Availability of funds for one (1) Year Contractor for Supply of Commodities/Services and Fund Transfer Advice.
- f. Prepared Working Schedule of CSIS Central Office Personnel for the month of February 2017.
- g. Attended the Brainstorming regarding Resettlement Action Plan.

#### **LOGISTICS AND SUPPLY SECTION**

1. This section prepares Purchase Request (PR) and Requisition Issuance Slips (RIS) needed for official use of CSIS to be forwarded to supply Division for approval of the Division Chief III, CSIS. As per record, Requisition and Issue Slips were forwarded dated 1 Jan 2017, 3 Apr 2017, 11 Apr 2017 and 8 Jun 2017 with RIS Nos 1-038-17, 4-167-17, 4-183-17 and 6-313-17 respectively. Another Requisition and Issue Slip was provided in 16 Jun 2017 without RIS number.

2. It prepares overtime and night differential of CSIS Central Office Organic Personnel as shown (June will be furnished in July):

PARTICULARS		JANUARY	FEBRUARY	MARCH	APRIL	MAY
OVERTIME	REGULAR	23,190.40	7,306.60	40,894.58	33,343.64	30,482.45
	JOB ORDER	3,782.40	9,456.40	7,306.60	5,200.74	8,931.20
NIGHT DIFFERENTIAL		7,168.71	4,771.31	8,232.63	11,564.76	5,651.58

3. Assisted in the inventory of supplies of CSIS personnel and supplies released by the supply Division as per Annual Procurement Plan. Quarterly reports were forwarded for the previous six months.

4. It also performs other tasks as directed by higher authorities. Hereunder are the Petty Cash Reports:

a. Period covered 18 January to 22 March 2016

Date	Petty Cash Voucher No.	Particulars	Amount
02-Feb-17	001	MB Master Supplies Corp.	7,539.00
08-Feb-17	002	Ace Hardware	1,289.25
10-Feb-17	003	CAAP Employees Cooperative	1,536.00
10-Feb-17	004	Goldilocks Bakeshop	410.00
14-Feb-17	005	Shakey's Pizza Restaurant	3,655.00
15-Feb-17	006	National Bookstore	389.50
15-Feb-17	007	Office Warehouse, Inc.	450.00
15-Feb-17	008	L & A Enterprises, Inc. (Fiesta Stamp)	1,380.00
24-Feb-17	009	L & A Enterprises, Inc. (Fiesta Stamp)	1,140.00
24-Feb-17	010	CAAP Employees Cooperative	1,164.00
27-Feb-17	011	Knoxport, Inc.	3,910.00
28-Feb-17	012	17 Queenbee Foods Corporation	3,384.00
02-Mar-17	013	CAAP Employees Cooperative	1,140.00
02-Mar-17	014	L & A Enterprises, Inc. (Fiesta Stamp)	485.00
03-Mar-17	015	Graphic Arts Advertising	10,500.00
23-Mar-17	016	Philcopy	8,120.00



b. Period covered 23 March to 22 May 2017

Date	Petty Cash Voucher No.	Particulars	Amount
11-Apr-17	001	Federal Brent Retail Inc.	3,150.00
21-Apr-17	002	Silicon Valley	490.00
24-Apr-17	003	PADPAO	35.00
25-Apr-17	004	PADPAO	120.00
25-Apr-17	005	Raontronic Electronic Center	150.00
25-Apr-17	006	Adelcom Trading	200.00
26-Apr-17	007	SM Hypermarket	1,233.50
26-Apr-17	008	The SM Store	4,350.00
26-Apr-17	009	Mang Inasal Baclaran Roxas	2,202.00
26-Apr-17	010	Knoxport, Inc.	1,300.00
27-Apr-17	011	Inasalem Restaurant, Inc.	1,938.00
27-Apr-17	012	RPG Peristalsis Food Service	1,249.00
27-Apr-17	013	Maty's Carinderia	1,555.00
28-Apr-17	014	Mc Donald	1,474.00
28-Apr-17	015	Kesington Foods, Inc.	1,941.00
28-Apr-17	016	MMM Pansit ng Taga Malabon	2,340.00
28-Apr-17	017	Alfamart	290.00
28-Apr-17	018	Maty's Carinderia	1,460.00
29-Apr-17	019	Kesington Foods, Inc.	1,723.00
29-Apr-17	020	Jollibee Foods Corp.	499.00
29-Apr-17	021	MMM Pansit ng Taga Malabon	1,546.00
30-Apr-17	022	Burger King	1,474.00
30-Apr-17	023	MMM Pansit ng Taga Malabon	1,570.00
30-Apr-17	024	CAAP Employees Cooperative	195.00
30-Apr-17	025	Maty's Carinderia	612.00
04-May-17	026	National Bookstore	98.75
04-May-17	027	ACE Hardware	519.75
08-May-17	028	CAAP Employees Cooperative	2,195.00
11-May-17	029	RL's PC Haus	1,600.00
15-May-17	030	Inasalem Restaurant, Inc.	2,958.00
18-May-17	031	National Bookstore	1,270.50

18-May-17	032	Complink Marketing, Inc.	6,600.00
22-May-17	033	ACE Hardware	629.75

## INTELLIGENCE AND INVESTIGATION DIVISION

### INTELLIGENCE SECTION

1. The Intelligence Section plans, conducts surveillance, researches on cyber threats, background investigation, laying the foundation in aid of any corporate investigation, and coordinates with inter-office and state's intelligence agencies. This function was not given emphasis after the first quarter of 2016.

2. It gathers necessary intelligence data to constantly review level of threat to civil aviation within its territorial domain. Memos were distributed for widest dissemination.

3. It conducts continued agent/ asset/informant recruitment for sustained intelligence inputs. Intelligence meetings were held for this purpose. The lists below shows intelligence coordination efforts of this section:

#### a) NALECC-SUB-COMMITTEE ON INTELLIGENCE COORDINATION

Date	Venue	Subject
27 Feb 2017	B Hotel, 14 Scout Rallos, QC	1 <sup>st</sup> Coordinating Meeting CY 2017
28 Mar 2017	1 <sup>st</sup> Melvin Revera Hall, Camp Crame, QC	Attending the regular meeting of NALECC-SCIS 2017-02

#### b) NALECC-SUB-COMMITTEE ON ANTI-MONEY LAUNDERING

Date	Venue	Subject
28 Feb 2017	2 <sup>nd</sup> Floor, Conference Room, NBI Building	134 <sup>th</sup> Meeting of the Sub-Committee on AML/CFT
28 Mar 2017	Hearing Room, Office of the Ombudsman, QC	135 <sup>th</sup> Regular Meeting of the NALECC SUB-COMMITTEE on AML/CFT
25 May 2017	National Telecommunication Commission BIR Road, QC	136 <sup>th</sup> Meeting of the Sub-Committee on AML/CFT



c) NALECC-SUB-COMMITTEE ON DANGEROUS DRUGS AND CONTROLLED CHEMICALS (SCDDCC)

Date	Venue	Subject
31 Jan 2017	PDEA Conference Room	131 <sup>st</sup> NALECC-SCDDCC Regular Meeting
23 Feb 2017	PDEA Conference Room	Attending the Seminar on Barangay Drug Clearing
30 Mar 2017	(NSQCS) located at BPI Compound	132 <sup>nd</sup> NALECC-SCDDCC Regular Meeting
25 Apr 2017	DDB Conference Room, 3 <sup>rd</sup> floor DDB-PDEA Bldg	Attending the Orientation on Philippine Development Plan 2017-2022
26 May 2017	PDEA Conference Room	133 <sup>rd</sup> NALECC-SCDDCC Regular Meeting

4. It establishes a "reward system" for quality reports and accomplishments. (Not done)
5. It conducts "risk assessment" to identify threat to civil aviation with in all airports managed by CAAP. Security Surveys were done in coordination with the Security Division inspections nationwide.
6. It performs other related functions such as the conduct of survey in Sangley for possible deployment of Air Traffic Controllers and support on the ASEAN Summit.

#### INVESTIGATION SECTION

1. The Investigation Section conducts inquiry thru interview of cases to provide evidence that is admissible in court. There is a continuous investigation of the alleged discrepancies of the result of examination last 26 Jan 2017 at the Airmen Examination Board, FSIS. The email complaint from Michael Arcangel dated 17 December 2016 against Richie Alforque and Rommel Cadingan for allegedly demanding large amount of money from airline companies in consideration of obtaining certificate from CAAP is still under investigation up to this date.
2. It conducts personnel and incident investigation. There is an investigation report regarding vehicular accident involving CAAP vehicle bearing plate number UVT 180 and Toyota Innova Wagon with plate number AAW 6855.
3. It reports and records lost/ stolen property. (No report as of this time.)
4. It performs other related functions. As per record, it conducted verification and investigation of the aircraft own by Challenger Aero Air Corporation that was damaged by typhoon Yolanda at Tacloban Airport o/a 0845H 07 Feb 2017 together with Mr. John B. Bueno. A Mission Order No. 17-002 was issued to this effect.

## **OPERATION SECTION**

1. The Operation Section facilitates inter-airport intelligence and formulate Essential Elements of Information (EEI's). FAL Programme (National Air Transport facilitation Programme) Annex 9 was drafted and submitted to the TWG on Jun 9, 2017.
2. It validates reliability of reports and sources through established parameters and criteria in the evaluation/classification of intelligence accomplishments. Due to limited manpower, validations were supported by other intelligence units.
3. It directs and monitors the intelligence collection efforts of the units/ airports based on the mandated task. Significant collaborations were implemented especially about the Maute Brothers in Marawi City.
4. It recommends corrective action to adjust relevant elements on Security Procedures based upon a security risk assessment by finalizing Intelligence products with recommendations that are submitted to the Office of the Director General.
5. It establishes parameters and criteria in the evaluation of the intelligence accomplishments of the unit based on the intelligence collection efforts, neutralization and case operations.
6. It also performs other related functions. There were preparations for the CATC training program of AVSEC for July 18, 2017.

## **ADMIN SECTION**

1. The Administration Section ensures efficiency of intelligence communications for timely production of IID Summary of Information. (No presented SOI.)
2. It compiles and coordinate with the IID personnel compliances to the HRMD. Mostly Daily Time Records of personnel were forwarded to HRMD. Recent updates related to the upgrade of ATM Cards of LandBank.
3. It controls the incoming and outgoing communications, disseminate incoming and transmit outgoing. The logged communications were mostly Liquidation/Reimbursement of pot-travel expenses, meal allowances, cash advances and payment of Grant gratuity as administrative order no. 02. Payment of rendered overtime service was also included.
4. It monitors and evaluates performance of IID Personnel to recommend for training and promotion. Mr. Joey Duran was even designated to teach in CATC.

5. It prepares and encodes memoranda, reports, and letters as directed by the Division Chief. Below are the lists of data as encoded in the database: (Note: data encoding was disrupted due to office rearrangements which consequently removed some LAN connections.)

a. January 2017

▪ Incoming:

- 17 Jan 17 CY 2018 Budget Proposal
- 23 Jan 17 Investigation report re: to the alleged bribery at Licensing Division

b. February 2017

▪ Incoming:

- 07 Feb 17 E-mail from CAAP – Puerto Princesa Airport re: ASEAN 2017
- 07 Feb 17 E-mail from Lyca Docdoc re: Compliant against Butuan airport Personnel.
- 07 Feb 17 Safety and security breach on board Cebu Pacific flight 5J-790 on 31 Jan 2017 from Butuan to Manila
- 07 Feb 17 CC: letter to Captain Vicente P. Abaygar from Eng'r Abareta re: RP-C9369, BD-700-IAII, Global 5,000 type aircraft.
- 13 Feb 17 Report of Ms. Indira A. Genato on the Inter-Agency Coordination Meeting of Committee on Security Peace and Order, Emergency Preparedness and Response for ASEAN Summit 2017
- 14 Feb 17 After mission report re: status of aircraft owned by challenger aero air corporation at Tacloban Airport.
- 14 Feb 17 CC: Letter of Captain Vicente P. Abaygar from Eng'r Danilo T. Abareta of CAAP – Tacloban Airport re RP-C9363, BD – 700 – 1A11, Global 5000 Type aircraft.
- 15 Feb 17 Command and control coordination coverage to be undertaken by CAAP during the arrival and departure of delegates to the 31<sup>st</sup> meeting of the High-level Task Force on ASEAN Economic Integration (HTLF-EL)
- 17 Feb 17 Notice of Meeting- 24 February 2017 NALECC-Sub Committee Firearms, Ammunition and Explosives Control (SCFAEC) 2<sup>nd</sup> Regular Meeting.

▪ Outgoing:

- 07 Feb 17 After conference report re: National Law Enforcement Coordinating Committee (NALECC) Sub-Committee on Dangerous Drugs and Controlled Chemicals (SCDDCC)
- 07 Feb 17 TSCC post reference report and proposed renewal of Authority Order for IID personnel to rendered overtime service in line with Philippines Hosting of the 2017 ASEAN Summits and meetings
- 16 Feb 17 Command and coordination coverage to be undertaken by CAAP during the arrival and departure of delegates to the 31<sup>st</sup> Meeting of the High-level Task Force on ASEAN Economic Integration (HTLF-EL)

- 20 Feb 17 After travel report re: Puerto Princesa International and San Vicente Airports

6. The Administration Section is also in-charge in the filing of pertinent/confidential documents and other letters pertaining to intelligence matters. Basically, the reimbursement of travel expenses, as part of the security audit requirements, reflect their commitment to maintain the security standard.

7. It also performs other function as directed by the Chief of IID. Requisition for IT equipment were facilitated upon requests by the Chief.

**TECHNICAL RESEARCH SECTION**

1. The Technical Research Section evaluates and determines the need of security equipment/ gears to be paced with the advance technology in the intelligence gathering. The reports are as follows:

VHF FM Base Radios

AREAS		QTY	Additional Request	Remarks
I	Laoag int'l Airport	1		
II	Tuguegarao Airport	1	1	Cauayan Airport
III	San Jose Airport	1		
IV	Pto. Princesa Int'l Airport	1	1	Busuanga Airport
V	Legazpi Airport	1	1	Naga Airport
			1	Masbate Airport
			1	Virac Airport
VI	Iloilo Int'l Airport	1	1	Roxas Airport
	Kalibo Int'l Airport	1		
	New Bacolod-Silay Airport	1		
VII	Dumaguete Airport	1	1	Tagbilaran Airport
			1	Mactan Airport
VIII	Tacloban Airport	1	1	Tacloban Airport
			1	Catarman Airport
			1	Calbayog Airport
IX	Zamboanga Int'l Airport	1	1	Dipolog Airport
			1	Pagadian Airport
			1	Sanga-Sanga Airport
			1	Jolo Airport
			1	Calarian Radar Station
X	Laguindingan Airport	1	1	Camiguin Airport
			1	Ozamis Airport
XI	Gen San Int'l Airport	1	1	Davao Int'l Airport
			1	Cotabato Airport

XII	Butuan Airport	1	1	Surigao Airport
			1	Siargao Airport
			1	Tandag Airport
NCR	CAAP Central Office	1	2	Mobile Base radio for vehicles of CSIS
	Manila Transmitter	1		
	CATC	1		
TOTAL		17	25	
GRAND TOTAL		42		

VHF FM Handheld Radios

AREAS		QTY	Additional Request	Remarks
I	Laoag int'l Airport	5	3	Laoag int'l Airport
			4	Baguio Airport
			4	Lingayen Airport
			4	Vigan Airport
II	Tuguegarao Airport	5	5	Tuguegarao Airport
			4	Basco Airport
			4	Bagabag Airport
			4	Itbayat Airport
	Cauayan Airport	4	4	Cauayan Airport
III	San Jose Airport	4	4	San Jose Airport
			4	Marinduque Airport
			4	Romblon Airport
IV	Pto. Princesa Int'l Airport	7	3	Pto. Princesa Int'l Airport
			5	Busuanga Airport
V	Legazpi Airport	7	3	Legazpi Airport
	Naga Airport	3	5	Naga Airport
	Masbate Airport	3	5	Masbate Airport
	Virac Airport	3	5	Virac Airport
VI	Iloilo Int'l Airport	8	2	Iloilo Int'l Airport
	Kalibo Int'l Airport	7	3	Kalibo Int'l Airport
	New Bacolod-Silay Airport	7	3	New Bacolod-Silay Airport
	Roxas Airport	5	3	Roxas Airport
VII	Dumaguete Airport	5	3	Dumaguete Airport
	Mactan Airport	2	3	Mactan Airport
	Tagbilaran Airport	5	3	Tagbilaran Airport
VIII	Tacloban Airport	5	3	Tacloban Airport
	Catarman Airport	4	1	Catarman Airport
	Calbayog Airport	4	1	Calbayog Airport
IX	Zamboanga Int'l Airport	7	3	Zamboanga Int'l Airport

			5	Sanga-Sanga Airport
			5	Jolo Airport
			3	Calarian Radar Station
	Dipolog Airport	5	3	Dipolog Airport
	Pagadian Airport	5	3	Pagadian Airport
X	Laguindingan Airport	5	5	Laguindingan Airport
			5	Camiguin Airport
			5	Ozamis Airport
XI	Davao Int'l Airport	8	2	Davao Int'l Airport
			4	Mati Airport
			4	Allay Valley Airport
	Gen San Int'l Airport	6	4	Gen San Int'l Airport
	Cotabato Airport	6	2	Cotabato Airport
XII	Butuan Airport	5	5	Butuan Airport
			5	Siargao Airport
			5	Tandag Airport
	Surigao Airport	4	4	Surigao Airport
NCR	CAAP Central Office	24		
	Manila Transmitter	2		
	CATC	2		
TOTAL		172	171	
GRAND TOTAL			343	

#### Surveillance System Status/Acquisition

CCTV Surveillance System				
ITEMS	QTY	REMARKS	Area/Airport	Status
CAMERAS	42	Installed	New Bacolod-Silay Airport	For inspection and assessment
CAMERAS	44	Installed	Iloilo Int'l Airport	For inspection and assessment
CAMERAS	60	Installed	Kalibo Int'l Airport	For inspection and assessment
CAMERAS	22	Installed	Legazpi Airport	For inspection and assessment
CAMERAS	70	Installed	CAAP Central Office	For inspection and assessment
CAMERAS	26	Installed	CNS/ATM	For inspection and assessment
<b>TOTAL</b>	<b>264</b>			

List of ongoing installation of CCTV Surveillance system in Mindanao:

- Butuan Airport – Schedule for inspection on Nov 14, 2016
- Camiguin Airport – Ongoing installation
- Cotabato Airport – Ongoing installation
- Davao Int'l Airport – Ongoing installation

- e. Dipolog Airport – Ongoing installation
- f. General Santos Int'l Airport – Ongoing installation
- g. Jolo Airport – Ongoing installation
- h. Laguindingan Airport – Ongoing installation
- i. Ozamis Airport – Ongoing installation
- j. Pagadian Airport – Ongoing installation
- k. Sanga-Sanga Airport – Ongoing installation
- l. Siargao Airport – Ongoing installation
- m. Surigao Airport – Ongoing installation
- n. Tandag Airport – Ongoing installation
- o. Zamboanga Int'l Airport – Ongoing installation

List of ongoing site survey prior to the installation of CCTV Surveillance system for Luzon and Visayas:

AIRPORT/FACILITY	PROPOSED # OF CAMERAS	DATE SURVEY
Baguio Airport	26 Cameras	06/14/2017
Laoag Int'l Airport	21 Cameras	03/19/2017
Lingayen Airport	8 Cameras	06/14/2017
Vigan Airport	11 Cameras	06/14/2017
Bagabag Airport		Tentative Sched: 07/02/2017
Basco Airport	64 Cameras	04/18/2017
Cauayan Airport		Tentative Sched: 07/02/2017
Palanan Airport		For Deliberation
Tuguegarao Airport	70 Cameras	04/18/2017
Plaridel Airport		Tentative Sched: 07/06/2017
San Jose Airport		Tentative Sched: 07/06/2017
Romblon Airport		For Deliberation
Busuanga Airport		For Deliberation
Masbate Airport		Tentative Sched: 07/12/2017
Naga Airport		Tentative Sched: 07/12/2017
Virac Airport		For Deliberation
Roxas Airport	68 Cameras	5/28/2017
Dumaguete Airport		Tentative Sched: 07/07/2017
Tagbilaran Airport		Tentative Sched: 07/07/2017
Calbayog Airport		For Deliberation
Catarman Airport		For Deliberation
Tacloban Airport		Tentative Sched: 07/12/2017
Ormoc Airport		Tentative Sched: 07/12/2017

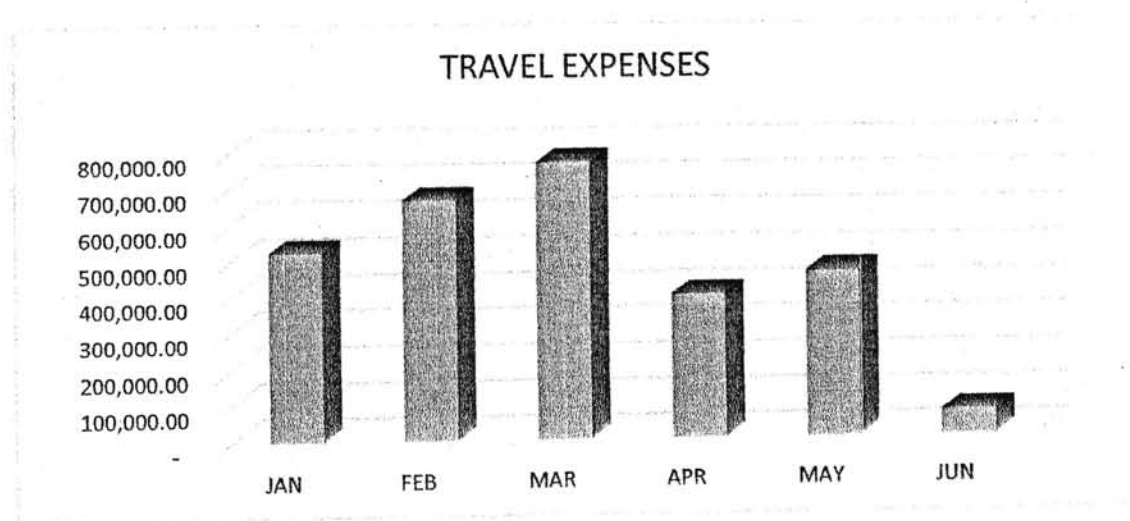


2. It reviews and researches information necessary to aide in the intelligence and investigation reports as listed below:

- a. Research regarding firearms and its basic accessories – for program of work and TOR
- b. Research regarding price and specs for the emergency purchase of handheld metal detectors
- c. Analyze the requirements of the Area Centers and Satellite Airports for the proposed Stand-alone CSIS Server and Remote Connectivity Project of CSIS.
- d. CSIS Intranet and Command Center Office – ongoing research on requirements and specifications for the hardware system.
- e. Attend product demo IntelliServe – Surface Movement Radar, Portable X-Rays, etc.
- f. Analyze the Product Proposal (Comparative) for the procurement of CAAP ID Card Maker.

### III. Budget

The budget report gathered in this section came from a cumulative files and logbooks which is not yet consolidated by the Budget and Finance offices. CSIS is creating its own system to fast track accounting processes within its office.



The month of June may have additional travel expenses which are not yet counted since the administrative processes may be accomplished on the next month. The accumulated expenses summed up to P2,877,500.00.

The next table consists of accumulated logbook entries. Some data may not yet be presented due to certain delays in administrative procedures.



Month	Consultant	Job Order	Salary	Leave	Cash Advance	Clothing Allowance	Training	Supply
Jan	50,000.00	77,348.04			64,945.00		174,500.00	-
Feb	50,000.00	1,013,160.37	10,679.93		-	135,000.00	-	4,290.00
Mar	50,000.00	174,404.24	573,494.66		46,491.75	-	-	400,000.00
Apr	50,000.00	170,892.31	20,329.11	11,584.56	-	-	-	-
May	50,000.00	172,366.86	806,627.88	5,850.11	-	-	-	-
Jun	-	43,096.93	799.98	32,614.59	-	-	-	-

#### IV. Assessment

On the performance indicators, this office simply addresses a scoring of compliance or non-compliance based on each different function. This will aid the management to visualize the complicated and discreet functions of this office. The grading system focus with a direct yes or no answer with a score of either 100% for complied function and 0% for a non-complied function. The data below show the test scores:

SECURITY DIVISION	YES	NO	%
SECURITY OPERATIONS SECTION	8	0	100
STANDARDS & COMPLIANCE SECTION	5	1	83.33
TRAINING SECTION	7	0	100
NCR – CAPO & CSIS AREA I-XII 7 AIRPORT SUPERVISORS SECTION	7	1	87.5
ADMIN	5	2	71.42
ID & PASS CONTROL SECTION	4	1	80
SUPPLY AND LOGISTICS SECTION	4	0	100
<b>AVERAGE</b>	<b>40</b>	<b>5</b>	<b>89.89</b>
INTELLIGENCE AND INVESTIGATION DIVISION	YES	NO	%
INTELLIGENCE SECTION	3	3	50
INVESTIGATION SECTION	3	1	75
OPERATION SECTION	6	0	100
ADMIN SECTION	6	1	85.71
TECHNICAL RESEARCH SECTION	3	0	100
<b>AVERAGE</b>	<b>21</b>	<b>5</b>	<b>80.77</b>
<b>OVERALL GRADE</b>	<b>61</b>	<b>10</b>	<b>85.92</b>

#### SECURITY DIVISION

SECURITY OPERATIONS SECTION	DONE
1. The Security Operations Section assesses & evaluates Security Vulnerabilities of CAAP Airports and Facilities to establish, develop and formulate systems, policies, procedures and measures to ensure safety and security of CAAP personnel, installations, aerodromes & stakeholders through control of access & movement of passengers/non-passengers and vehicles.	YES

2. It formulates guidelines and procedures for the effective supervision for private security agencies and CSIS personnel operating in CAAP Airports and Facilities as well as to conduct required security training.	YES
3. It determines approval of recommendation for the extension and/or termination of security provider services from Standards and Compliance Section based on performance.	YES
4. It provides assistance in the conduct of security services bidding and administration of security services contract and other related matters.	YES
5. It monitors compliance on the implementation of policies, system and procedures on security operations as well as responses to incidents relating to security.	YES
6. It conducts security survey and inspection of all airports and facilities nationwide to determine the required and ideal manpower requirements for both CSIS Personnel and PSA Guards prior to the bidding for security services as well as for requests for additional security manpower.	YES
7. It prepares Daily Situation Information report to be submitted to Chief, CSIS or Security Operations, SD.	YES
8. Performs other related functions and security activities as may be directed by management.	YES
<b>STANDARDS &amp; COMPLIANCE SECTION</b>	<b>DONE</b>
1. This section is responsible for the monitoring of security services contract for Area Center I-XII and depending on performance, may recommend extension and/or termination of contract.	YES
2. It prepares the Bidding Documents and Terms of Reference (TOR) for the conduct of public bidding for security services nationwide.	YES
3. It conducts quarterly inspections to Private Security Agencies (PSA) nationwide to ensure compliance to its liabilities and obligations.	NO
4. It is responsible for safekeeping of documents related to conducted public bidding for security services nationwide.	YES
5. It coordinates with training section for the conduct of Basic AVSEC to all PSA guards nationwide.	YES
6. It performs other related functions and security activities as may be directed by management.	YES
<b>TRAINING SECTION</b>	<b>DONE</b>
1. The Training Section ensures that personnel implementing security control possess competencies required to perform their duties and are appropriately trained in accordance to the requirements of the National Civil Aviation Security Program (NCASP) and maintain updated records.	YES
2. It selects and screens qualified CSIS personnel nationwide for Aviation Security Courses. It offers local and foreign trainings with recommendation and approval from ADG II, CSIS.	YES
3. It maintains and updates training database for all CSIS personnel nationwide for use in preparation for recommending personnel for offered training based of course pre-requisites.	YES
4. It coordinates with HRMD and Civil Aviation Training Centre (CATC) on the selected qualified CSIS Personnel for both local and foreign training.	YES
5. It coordinates with CATC in the conduct of Basic Aviation Security Training for both CSIS Personnel through Mobile Training Team and Security Provider Guards under contract with CAAP.	YES
6. It prepares Travel Order and Memo Brief for Aviation Security Mobile Training Team.	YES
7. It submits report after completion of AVSEC Training both for Phase I – Theoretical and Phase II – OJT Checkout.	YES
<b>NCR – CAP &amp; AREA AIRPORTS SECTION</b>	<b>DONE</b>
1. This section maintains peace and order within CAAP Offices, Air Navigation facilities and other vital installations in coordination with local police authorities and other peace keeping entities in NCR.	YES
2. It recommends improvements of policies, rules and regulations on safety and security policy rules and regulations.	YES
3. It implements safety and security policies, guidelines, procedures, rules and regulations.	YES

4. It implements security measures on access control of people and vehicle to CAAP Offices, Airports and facilities nationwide.	YES
5. It supervises private security agencies on respective area & airports nationwide.	YES
6. It updates respective security program in accordance with the NCASP to be submitted to CSIS Central Office.	NO
7. It prepares security reports to be submitted to CSIS Central Office or Security Operations, SD.	YES
8. It also performs other task as may be directed by the Authority.	YES
<b>ADMIN</b>	<b>DONE</b>
1. The Admin Section maintains a secured file of references, correspondence and other documents relevant to the office.	YES
2. It is responsible in generating periodic reports of Security Division.	YES
3. It is responsible in the preparation of memos and other correspondence to other offices.	YES
4. It allocates personnel for scheduled local AVSEC training.	YES
5. It prepares documents and other credentials for foreign training, seminars/workshops of CSIS Personnel.	YES
6. It oversees and ensures that the implementation of the assigned tasks to its personnel are smoothly carried-out in a daily basis.	NO
7. It does other relevant tasks as directed by higher authorities.	NO
<b>ID &amp; PASS CONTROL SECTION</b>	<b>DONE</b>
1. This section processes/issues CAAP ID to all CAAP employees nationwide.	YES
2. It maintains/updates CSIS personnel database file of CSIS personnel nationwide.	YES
3. It processes/issues CAAP Cas Pass for all vehicle entering CAAP Compound.	NO
4. It processes/issues Security Clearance to all personnel transacting business within CAAP premises.	YES
5. It performs other tasks as the Division Chief, and the Chief, Administrative Section may direct.	YES
<b>SUPPLY AND LOGISTICS SECTION</b>	<b>DONE</b>
1. This section prepares Purchase Request (PR) and Requisition Issuance Slips (RIS) needed for official use of CSIS to be forwarded to supply Division for approval of the Division Chief III, CSIS.	YES
2. It prepares overtime and night differential of CSIS Central Office Organic Personnel.	YES
3. It Assists in the inventory of supplies of CSIS personnel and supplies released by the supply Division as per Annual Procurement Plan for CY 2015.	YES
4. It also performs other tasks as directed by higher authorities.	YES

## INTELLIGENCE AND INVESTIGATION DIVISION

<b>INTELLIGENCE SECTION</b>	<b>DONE</b>
1. The Intelligence Section plans, conducts surveillance, researches on cyber threats, background investigation, laying the foundation in aid of any corporate investigation, and coordinates with inter-office and state's intelligence agencies.	NO
2. It gathers necessary intelligence data to constantly review level of threat to civil aviation within its territorial domain.	YES
3. It conducts continued agent/ asset/informant recruitment for sustained intelligence inputs.	YES
4. It establishes a "reward system" for quality reports and accomplishments.	NO
5. It conducts "risk assessment" to identify threat to civil aviation with in all airports managed by CAAP.	NO
6. It performs other related functions	YES

<b>INVESTIGATION SECTION</b>	<b>DONE</b>
1. The Investigation Section conducts inquiry thru interview of cases to provide evidence that is admissible in court.	<b>YES</b>
2. It conducts personnel and incident investigation.	<b>YES</b>
3. It reports and records lost/ stolen property.	<b>NO</b>
4. It performs other related functions.	<b>YES</b>
<b>OPERATIONS SECTION</b>	<b>DONE</b>
1. The Operation Section facilitates inter-airport intelligence and formulate Essential Elements of Information (EEI's).	<b>YES</b>
2. It validates reliability of reports and sources through established parameters and criteria in the evaluation/classification of intelligence accomplishments.	<b>YES</b>
3. It directs and monitors the intelligence collection efforts of the units/ airports based on the mandated task.	<b>YES</b>
4. It recommends corrective action to adjust relevant elements on Security Procedures based upon a security risk assessment.	<b>YES</b>
5. It establishes parameters and criteria in the evaluation of the intelligence accomplishments of the unit based on the intelligence collection efforts, neutralization and case operations.	<b>YES</b>
6. It performs other related functions	<b>YES</b>
<b>ADMIN SECTION</b>	<b>DONE</b>
1. The Administration Section ensures efficiency of intelligence communications for timely production of IID Summary of Information.	<b>NO</b>
2. It compiles and coordinate with the IID personnel compliances to the HRMD.	<b>YES</b>
3. It controls the incoming and outgoing communications, disseminate incoming and transmit outgoing.	<b>YES</b>
4. It monitors and evaluates performance of IID Personnel to recommend for training and promotion.	<b>YES</b>
5. It prepares and encodes memoranda, reports, and letters as directed by the Division Chief.	<b>YES</b>
6. The Administration Section is also in-charge in the filling of pertinent/ confidential documents and other letters pertaining to intelligence matters.	<b>YES</b>
7. It also performs other function as directed by the Chief of IID.	<b>YES</b>
<b>TECHNICAL RESEARCH SECTION</b>	<b>DONE</b>
1. The Technical Research Section evaluates and determines the need of security equipment/ gears to be paced with the advance technology in the intelligence gathering.	<b>YES</b>
2. It reviews and researches information necessary to aide in the intelligence and investigation reports.	<b>YES</b>
3. It also performs other related functions.	<b>YES</b>

## V. Summary

The overall score of CY 2016 is better than the Jan to June accomplishment in relation to its functions. CSIS must review its mandated tasks to determine relevance and possible evolution of aviation security requirements from local to international arena.



# CSIS Report 2017

I. Introduction

The Civil Aviation Authority of the Philippines Security and Intelligence Service caters to numerous functions basically distributed under two divisions namely: Security Operations Security Division and Intelligence and Investigation Division. The report of this office is thereby organized per function as designated.

II. Report Compilation from the Two Divisions

CIVIL SECURITY DIVISION

OPERATIONS SECTION

1. The Security Operations Section assesses & evaluates Security Vulnerabilities of CAAP Airports and Facilities to establish, develop and formulate systems, policies, procedures and measures to ensure safety and security of CAAP personnel, installations, aerodromes & stakeholders through control of access & movement of passengers/non-passengers and vehicles. The following are its undertakings which comprises mostly of security surveys and assessments up to CSIS Personnel performance evaluation for 2018 rationalization:

LOCATION	Jul	Aug	Sep
Sn Jose		x	
Puerto Princesa		x	
Laguindingan		x	
Tacloban			x
Tawi-Tawi			x
Cebu	x		x
Camiguin			x
Romblon			x
Masbate			x
Palanan			x
Catarman			x
Calbayog			x
Ormoc			x
Jolo	x		x
Zamboanga	x		x
Tagbilaran	x		
Davao	x		
Tuguegarao	x		
Aparri	x		

Butuan			x
Surigao			X
Iloilo	x		

2. It formulates guidelines and procedures for the effective supervision for private security agencies and CSIS personnel operating in CAAP Airports and Facilities as well as to conduct required security training. The deployment of PSA at Area Center VIII was determined in preparation for the Security Services Bidding. Below is the list to courses undertaken for personnel development:

COURSE	Jul	Aug	Sep
Basic AVSEC STP 123		Puerto Princesa	
AVSEC Instructor Course			New Zealand
Risk Context Seminar			Manila
Tempest Wind 2017			Clark
Business Email Compromise			Manila
CyberSecurity Table-Top Exercise			Manila
DICT CyberSecurity Summit		Manila	
AVSEC Recurrency Training	Manila		

3. It determines approval of recommendation for the extension and/or termination of security provider services from Standards and Compliance Section based on performance.

4. It provides assistance in the conduct of security services bidding and administration of security services contract and other related matters. The table below shows the summary accomplishments related to both operation functions number 3 and 4:

AIRPORT	JULY	AUGUST	SEPTEMBER	REMARKS
Tacloban	Draft ASP and forwarded to TA	ASP was approved by TA's Airport Security Committee. CSIS Central Office furnished an approved copy of ASP		CSIS Central Office already have the copy of TA's approved copy
Romblon Airport	Draft ASP		Draft ASP forwarded to RA FOR Airport Security Committee's review/update/approval	CSIS Central Office waiting the approval of the RA's ASP by their ASC
Jolo Airport	Draft ASP	Draft ASP forwarded to JA	To be presented by JA's Manager to the Airport Security Committee for review/update/approval	CSIS Central Office waiting the approval of the JA's ASP by their ASC
Laguindingan Airport		Draft ASP and forwarded to LA	To be presented by LA's manager to the Airport	CSIS Central Office waiting the approval

			Security Committee for review/update/approval	of the LA's ASP by their ASC
Catarman Airport		Draft ASP and forwarded to the Chief, Security Div. for review		Draft CA's ASP still for the review of the Chief, Security Div. prior forwarding to CA
Surigao Airport			Draft ASP and furnished copy to the Chief, Security Div.	Draft CA's ASP still for the review of the Chief, Security Div. prior forwarding to SA
Butuan Airport			Draft ASP and furnished copy to the Chief, Security Div.	Draft CA's ASP still for the review of the Chief, Security Div. prior forwarding to BA
Iloilo Airport		Informed and directed the IA CSIS to update their ASP due to the TVA findings & assessment of the OTS	Furnished a copy of their updated ASP but still subject for the review/update/approval of the Airport Security Committee of IA	CSIS Central Office waiting the approval of the IA's ASP by their ASC
Bacolod Silay Airport		Informed and directed the BSA CSIS to update their ASP due to the TVA findings & assessment of the OTS	Furnished a copy of their updated ASP but still subject for the review/update/approval of the Airport Security Committee of BSA	CSIS Central Office waiting the approval of the BSA's ASP by their ASC

5. It monitors compliance on the implementation of policies, system and procedures on security operations as well as responses to incidents relating to security on the daily basis.

6. It conducts security survey and inspection of all airports and facilities nationwide to determine the required and ideal manpower requirements for both CSIS Personnel and PSA Guards prior to the bidding for security services as well as for requests for additional security manpower. The security surveys and inspections were listed as part of function number 1.

7. It prepares Daily Situation Information Report to be submitted to Chief, CSIS or Security Operations, SD. In summary, it has accumulated reports from different areas.

8. Performs other related functions and security activities as may be directed by management. This office was tasked to provide security escort to the delegates conducting the Masters in Aviation Safety Management Course since October 2016 to April 2018 and provided all necessary support during the ASEAN Summit.

**STANDARDS & COMPLIANCE SECTION**

- 1. This section is responsible for the monitoring of security services contract for Area Center I-XII and depending on performance, may recommend extension and/or termination of contract. As a summary, nine different airports were processed regarding ASP’s review/update/approval.
- 2. It prepares the Bidding Documents and Terms of Reference (TOR) for the conduct of public bidding for security services nationwide.
- 3. It is responsible for safekeeping of documents related to conducted public bidding for security services nationwide.
- 4. It coordinates with training section for the conduct of Basic AVSEC to all PSA guards nationwide. The programs are the following:

LOCATION	Jul	Aug	Sep
Romblon	x		
Puerto Princesa		x	

- 5. It performs other related functions and security activities as may be directed by management. No special instruction was given except its contribution to ASEAN Summit and security escorts.

**TRAINING SECTION**

- 1. The Training Section ensures that personnel implementing security control possess competencies required to perform their duties and are appropriately trained in accordance to the requirements of the National Civil Aviation Security Program (NCASP).

COURSE	Jul	Aug	Sep
CASP-AP Risk Context Statement Writing Workshop		19-21 Kuala Lumpur	
Basic AVSEC	19-31 Romblon		
Basic AVSEC Recurrency Training	Jul 31 – Aug 4 CATC		
NCASTP		7-15 Kuala Lumpur	
Basic AVSEC		20-31 Puerto Princesa	
Advance Instructor Training			4-29 CATC



4. It coordinates with HRMD and Civil Aviation Training Centre (CATC) on the selected qualified CSIS Personnel for both local and foreign training.

Contact Person
Mr. Cortez
Mr. Tuliao
Mr. Petiluna

5. It coordinates with CATC in the conduct of Basic Aviation Security Training for both CSIS Personnel through Mobile Training Team and Security Provider Guards under contract with CAAP. The Basic AVSEC Recurrency Training and Advance Instructor Training were done at CATC.

6. It prepares Travel order and memo Brief for Aviation Security Mobile Training Team.

Course	Training Team	Location	Date
Basic AVSEC	Mitchel Paliwag	Romblon	July 19-31, 2017
	Michael Nano		
	Eduardo Degiua		
Basic AVSEC	Mitchel Paliwag	Puerto Princesa	August 20-31, 2017
	Eduardo Degiua		

7. It submits report after completion of AVSEC training both Phase I – Theoretical and Phase II – OJT Checkout. This was submitted to Mr. Tuliao in CATC.

**NCR – CAP & AREA AIRPORTS SECTION**

1. This section maintains peace and order within CAAP Offices, Air Navigation facilities and other vital installations in coordination with local police authorities and other peace keeping entities in NCR. To maintain peace and order it strictly implements existing standard operating procedure throughout its jurisdiction.

2. It recommends improvements of policies, rules and regulations on safety and security policy rules and regulations. The third quarter security measures were heightened alert due to Marawi siege. Main gate was given emphasis with more guards to check incoming personnel and vehicles.

3. It implements safety and security policies, guidelines, procedures, rules and regulations. There are new security plans anticipating the operation of the new CNS-ATM facilities.

4. It implements security measures on access control of people and vehicle to CAAP Offices, Airports and facilities nationwide. The following lists show some sample security measures being implemented:

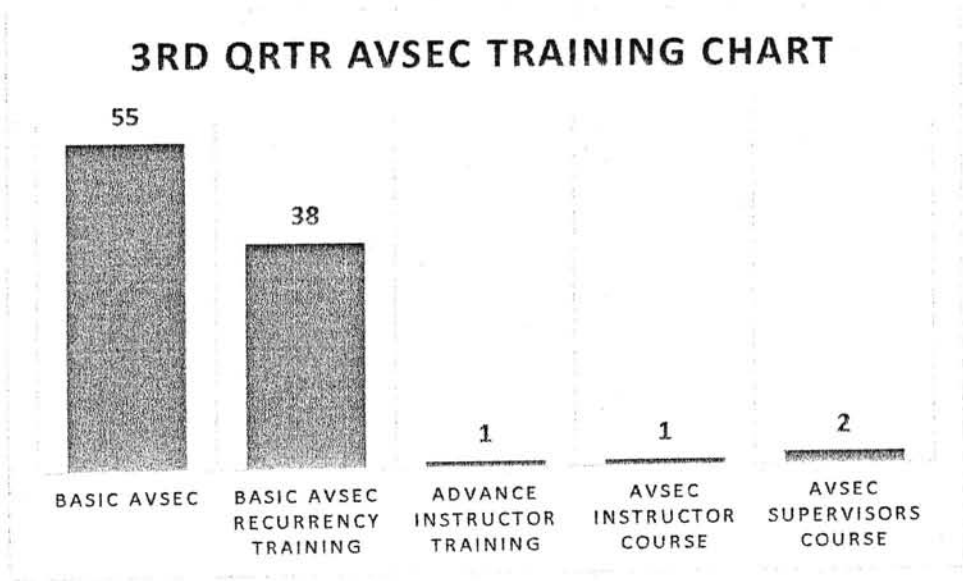
Purpose	Jul	Aug	Sep
Basketball Court Rental	6	7	3
Contractors		3	
Facility Visit	1	1	3

AVSEC Instructor Course			13-21 New Zealand
AVSEC Supervisors Course			19-28 Sri Lanka

2. It selects and screens qualified CSIS personnel nationwide for Aviation Security Courses. The number of personnel is indicated below:

COURSE	Jul	Aug	Sep
CASP-AP Risk Context Statement Writing Workshop	2		
Basic AVSEC	34		
Basic AVSEC Recurrency Training	38		
NCASTP		3	
Basic AVSEC		21	
Advance Instructor Training			1
AVSEC Instructor Course			1
AVSEC Supervisors Course			2

3. It maintains and updates training database for all CSIS personnel nationwide for use in preparation for recommending personnel for offered training based of course pre-requisites.



Liaison Officer	14	6	1
On the Job Training	53	43	46
Product Demo	5	2	
Research/Interview	16	14	12
Supply, Delivery, Installation and Commissioning of IP PABX	1		
<b>TOTAL</b>	<b>96</b>	<b>76</b>	<b>65</b>

5. It supervises private security agencies on respective area & airports nationwide. A daily security inspections is implemented to this effect such as the conduct of private security agency inspection at 0630H.

6. It updates respective security program in accordance with the NCASP to be submitted to CSIS Central Office. New methods for the Facilitation program under Annex 9 of ICAO Convention which will be called as Travel Information Program (TRIP) is directly handled by Chief, CSIS.

7. It prepares security reports to be submitted to CSIS Central Office or Security Operations, SD.

8. It also performs other task as may be directed by the Authority. The following is the list of their performance:

#### ADMIN

1. The Admin Section maintains a secured file of references, correspondence and other documents relevant to the office. Due to the rearrangement of office layout and disconnection of LAN, most of the inputs were disrupted and delayed.

##### a. Outgoing

AIRPORT/OFFICE	JUL	AUG	SEP
ODG	10	10	
DDGO		1	
DDGA	5	2	1
COS		1	1
FSIS	1	1	1
HR	20	10	2
ELS	3	2	
CATC	2	1	
RECORDS	1		
AFS	2		
ORCC		1	
MISD		1	
ADMS		1	
BAC		1	1
ICACS		1	1

RSD			1
TOTAL	44	33	8

b. Incoming

AIRPORT/OFFICE	JUL	AUG	SEP
ODG	9	9	3
HEA	1		1
DDGO			
DDGA		2	
COS	2	3	2
ADMIN	1	3	
FSIS			
HR	12	7	7
ELS	1	1	
CATC	3	1	
RECORDS		1	
AFS	3	1	1
ORCC			1
MISD	2	3	1
ADMS	1	1	
BAC	2	3	3
ICACS	18	14	5
RSD			
CCS	30	32	25
OFSAM	1	1	
ATS	1		
AAIIB	1		
ANS	1	1	
BUSDEV	1	1	
PDC		1	2
FOD		1	
OTS			7
TOTAL	90	86	58

2. It is responsible in generating periodic reports of Security Division. The above lists are also the basis for these periodic reports.

3. It is responsible in the preparation of memos and other correspondence to other offices. (see above lists)

4. It allocates personnel for scheduled local AVSEC training. (see training report)

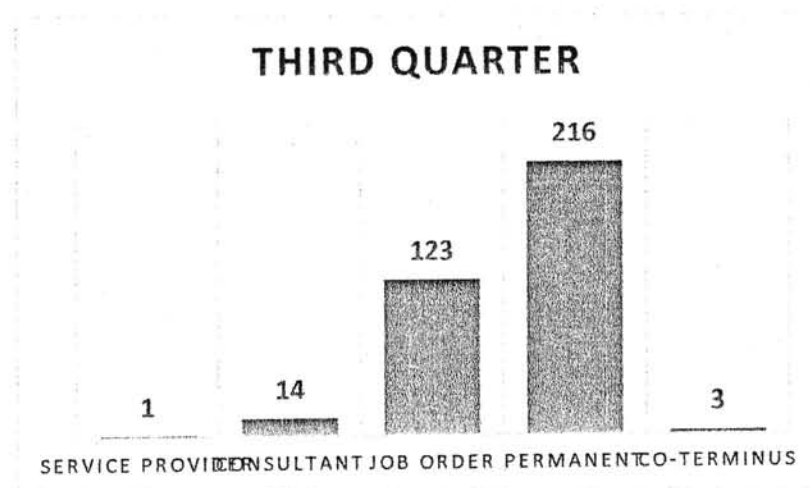
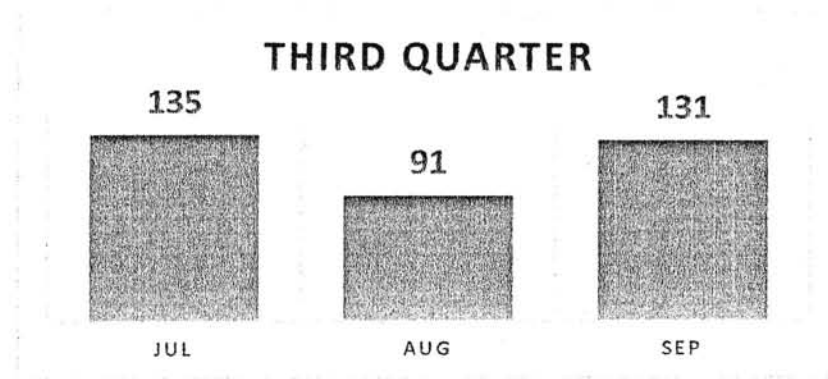
5. It prepares documents and other credentials for foreign training, seminars/workshops of CSIS Personnel. It had prepared CASP-AP Airport Security Programme Development workshop in Maldives from May 8-11, 2017, Philippine-Australia Cooperation on Transport (PACT) Visit on May 15-17, 2017 and CASP-A Aviation Security Management Seminar in Paro, Bhutan on June 5-8, 2017.

6. It oversees and ensures that the implementation of the assigned tasks to its personnel are smoothly carried-out in a daily basis. (Nothing to highlight)

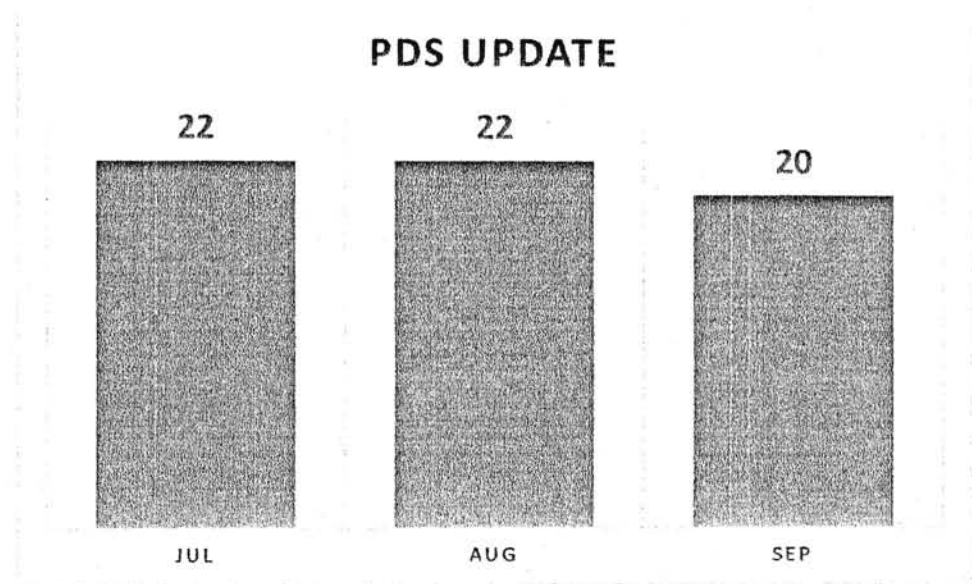
7. It does other relevant tasks as directed by higher authorities. (None)

### ID & PASS CONTROL SECTION

1. This section processes/issues CAAP ID to all CAAP employees nationwide. The charts below show the recap of their accomplishment:



2. It maintains/updates CSIS personnel database file of CSIS personnel nationwide.



3. It processes/issues CAAP Car Pass for all vehicle entering CAAP Compound. No Car Pass was processed for this year.

4. It processes/issues Security Clearance to all personnel transacting business within CAAP premises. Data as shown below:

PARTICULARS	Jul	Aug	Sep
Temporary ID	101	18	2
Security Clearance	96	76	65
TOTAL	197	94	87

5. It performs other tasks as the Division Chief, and the Chief, Administrative Section may direct.

#### LOGISTICS AND SUPPLY SECTION

1. This section prepares Purchase Request (PR) and Requisition Issuance Slips (RIS) needed for official use of CSIS to be forwarded to supply Division for approval of the Division Chief III, CSIS. As per record, Requisition and Issue Slip was forwarded dated 5 Sep 2017.

2. It prepares overtime and night differential of CSIS Central Office Organic Personnel as shown:

PARTICULARS		JULY	AUGUST	SEPTEMBER
OVERTIME	REGULAR	31,473.01	35,196.48	TBDL
	JOB ORDER	12,638.90	9,456.40	TBDL
NIGHT DIFFERENTIAL		10,817.97	8,733.00	TBDL

3. Assisted in the inventory of supplies of CSIS personnel and supplies released by the supply Division as per Annual Procurement Plan. Acquisition by September is as follows:

QTY Requested	Units	ITEMS	QTY Delivered	Units
137	pcs	ALCOHOL	72	pcs
48	boxes	BATTERY, AA ALKALINE & BATTERY, AAA ALKALINE	none	boxes
54	boxes	COPY PAPER, A4 & COPY PAPER, LONG	20	boxes
10	pcs	CORRECTION FLUID	none	pcs
5	pcs	CORRECTION PEN	none	pcs
50	pcs	CORRECTION TAPE	50	pcs
515	pcs	ENVELOPE BROWN, LONG	515	pcs
515	pcs	ENVELOPE BROWN, SHORT	515	pcs
12.5	pcs	ERASER, WHITE BOARD	4	pcs
63	pcs	FILE ORGANIZER EXPANDING LONG	62	pcs
25	pcs	FOLDER MOROCCO, LONG	25	pcs
25	pcs	FOLDER MOROCCO, SHORT	25	pcs
12.5	packs	FOLDER, LONG	none	packs
12.5	jars	GLUE PASTE, ALL PURPOSE	12	jars
30	pads	POST IT	30	pads
10	boxes	MAP PIN, ROUND HEAD	none	boxes
42	set	MARKER HILIGHTER ASSTD COLOR	42	set
104	pcs	MARKING PEN, WHITEBOARD	104	pcs
67	rolls	MASKING TAPE, 1"	50	rolls
67	rolls	MASKING TAPE, 2"	50	rolls
12	pcs	MULTI-PURPOSE OIL	none	pcs
75	pads	STENO NOTEBOOK	75	pads
42	boxes	PAPER CLIP, BACKFOLD	32	boxes
42	boxes	PAPER CLIP, BIG	42	boxes
42	boxes	PAPER CLIP, SMALL	42	boxes
28	boxes	PAPER FASTENER	28	boxes
22	boxes	PENCIL	26	boxes
50	pcs	RECORD BOOK, 300 LEAVES	50	pcs
50	pcs	RECORD BOOK, 500 LEAVES	50	pcs
2	boxes	RUBER BAND	2	boxes
200	pcs	SIGNED PEN (BLUE)	200	pcs
200	pcs	SIGNED PEN (BLACK)	200	pcs
29	pcs	RULER, 12"	none	pcs
50	pcs	SCISSORS, 7"	10	pcs
35	rolls	SCOTCH TAPE 1"	none	rolls
50	pcs	SIGNED PEN (COLOR RED)	50	pcs
5	boxes	STAMP PAD INK	5	boxes
35	boxes	STAPLER WIRE	35	boxes
35	rolls	TAPE TRANSPARENT, 1"	none	rolls



35	rolls	TAPE TRANSPARENT, 2"	35	rolls
28	packs	STAPLER WIRE REMOVER	28	packs
4	rolls	TWINE, PLASTIC	4	rolls
4	rolls	WRAPPING PAPER	4	rolls
5	boxes	AIRFRESHENER	3	boxes
5	boxes	BAYGON, INSECTICIDE	12	boxes
2	pcs	BROOM, TAMBO	2	pcs
2	pcs	BROOM, TINTING	2	pcs
13	pcs	CLEANSER, POWDER	none	pcs
22	pouch	DETERGENT POWDER	none	pouch
22	cans	DISINFECTANT SPRAY	12	cans
30	cans	FURNITURE POLISH	none	cans
30	pcs	MOP HEAD	10	pcs
25	units	PLASTIC CHAIN, YELLOW	none	units
15	kilos	RAG COTTON	15	kilos
20	pcs	SCOTCH BRITE	4	pcs
5	boxes	TISSUE PAPER	96	pcs
29	rolls	TRASH BAG	none	rolls
20	packs	TOILET DEODORANT CAKE	none	packs
2	pcs	WASTE BASKET	2	pcs

4. It also performs other tasks as directed by higher authorities.

## INTELLIGENCE AND INVESTIGATION DIVISION

### INTELLIGENCE SECTION

1. The Intelligence Section plans, conducts surveillance, researches on cyber threats, background investigation, laying the foundation in aid of any corporate investigation, and coordinates with inter-office and state's intelligence agencies. This function was not given emphasis after the first quarter of 2016.

2. It gathers necessary intelligence data to constantly review level of threat to civil aviation within its territorial domain. Memos were distributed for widest dissemination.

3. It conducts continued agent/ asset/informant recruitment for sustained intelligence inputs. Intelligence meetings were held for this purpose. The lists below shows intelligence coordination efforts of this section:

- a) TRANSPORTATION SECURITY COORDINATING COMMITTEE (TSCC)

Date	Venue	Subject
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6 Jul 17	Manila City Room	Attending regular meeting 83 <sup>rd</sup> Transportation Security Coordinating Committee
3 Aug 17	MRT3 Depot Training Room	Attending regular meeting 84 <sup>th</sup> Transportation Security Coordinating Committee

b) NALECC-SUB-COMMITTEE ON DANGEROUS DRUGS AND CONTROLLED CHEMICALS (SCDDCC)

Date	Venue	Subject
26 Jul 17	PDEA Conference Room	131 <sup>st</sup> NALECC-SCDCC Regular Meeting/13 <sup>th</sup> Anniversary

c) NALECC-SUB-COMMITTEE ON ANTI-MONEY LAUNDERING/COMBATING THE FINANCING OF TERRORISM (AML/CFT)

Date	Venue	Subject
3 Aug 17	OSETC Conference Room	138 <sup>th</sup> Meeting of the Sub-Committee on MAL/CFT
28 Sep 17	Visayas and Mindanao Rooms	139 <sup>th</sup> Meeting of the Sub-Committee on AML/CFT

d) NALECC-SUB-COMMITTEE ON FIREARMS, AMMUNITION AND EXPLOSIVES CONTROL (SCFAEC)

Date	Venue	Subject
5 Jul 17	FEO Conference Room	3 <sup>rd</sup> Regular Meeting of NALECC-SCFAEC
25 Aug 17	FEO Conference Room	Special Meeting of NALECC SCFAEC
25 Aug 17	PEZA Office	3 <sup>rd</sup> Regular Meeting of NALECC-SCFAEC

4. It establishes a "reward system" for quality reports and accomplishments. (Not done)
5. It conducts "risk assessment" to identify threat to civil aviation with in all airports managed by CAAP. Security Surveys were done in coordination with the Security Division inspections nationwide.
6. It performs other related functions such as the conduct of survey in Sangley for possible deployment of Air Traffic Controllers and support on the ASEAN Summit.

## **INVESTIGATION SECTION**

1. The Investigation Section conducts inquiry thru interview of cases to provide evidence that is admissible in court. There is a continuous investigation of the alleged discrepancies of the result of examination last 26 Jan 2017 at the Airmen Examination Board, FSIS. The email complaint from Michael Arcangel dated 17 December 2016 against Richie Alforque and Rommel Cadingan for allegedly demanding large amount of money from airline companies in consideration of obtaining certificate from CAAP is still under investigation up to this date.
2. It conducts personnel and incident investigation. There is an investigation report regarding vehicular accident involving CAAP vehicle bearing plate number UVT 180 and Toyota Innova Wagon with plate number AAW 6855.
3. It reports and records lost/ stolen property. (No report as of this time.)
4. It performs other related functions. As per record, it conducted verification and investigation of the aircraft own by Challenger Aero Air Corporation that was damaged by typhoon Yolanda at Tacloban Airport o/a 0845H 07 Feb 2017 together with Mr. John B. Bueno. A Mission Order No. 17-002 was issued to this effect.

## **OPERATION SECTION**

1. The Operation Section facilitates inter-airport intelligence and formulate Essential Elements of Information (EEI's). FAL Programme (National Air Transport facilitation Programme) Annex 9 was drafted and submitted to the TWG on Jun 9, 2017.
2. It validates reliability of reports and sources through established parameters and criteria in the evaluation/classification of intelligence accomplishments. Due to limited manpower, validations were supported by other intelligence units.
3. It directs and monitors the intelligence collection efforts of the units/ airports based on the mandated task. Significant collaborations were implemented especially about the Maute Brothers in Marawi City.
4. It recommends corrective action to adjust relevant elements on Security Procedures based upon a security risk assessment by finalizing Intelligence products with recommendations that are submitted to the Office of the Director General.
5. It establishes parameters and criteria in the evaluation of the intelligence accomplishments of the unit based on the intelligence collection efforts, neutralization and case operations.
6. It also performs other related functions. There were preparations for the CATC training program of AVSEC for July 18, 2017.

## ADMIN SECTION

1. The Administration Section ensures efficiency of intelligence communications for timely production of IID Summary of Information. (No presented SOI.)

2. It compiles and coordinate with the IID personnel compliances to the HRMD. Mostly Daily Time Records of personnel were forwarded to HRMD. Recent updates related to the upgrade of ATM Cards of LandBank.

3. It controls the incoming and outgoing communications, disseminate incoming and transmit outgoing. The logged communications were mostly Liquidation/Reimbursement of pot-travel expenses, meal allowances, cash advances and payment of Grant gratuity as administrative order no. 02. Payment of rendered overtime service was also included.

4. It monitors and evaluates performance of IID Personnel to recommend for training and promotion. Mr. Joey Duran was even designated to teach in CATC.

5. It prepares and encodes memoranda, reports, and letters as directed by the Division Chief. Below are the lists of data as encoded in the database: (Note: data encoding was disrupted due to office rearrangements which consequently removed some LAN connections.)

a. January 2017

▪ Incoming:

- 17 Jan 17 CY 2018 Budget Proposal
- 23 Jan 17 Investigation report re: to the alleged bribery at Licensing Division

b. February 2017

▪ Incoming:

- 07 Feb 17 E-mail from CAAP – Puerto Princesa Airport re: ASEAN 2017
- 07 Feb 17 E-mail from Lyca Docdoc re: Compliant against Butuan airport Personnel.
- 07 Feb 17 Safety and security breach on board Cebu Pacific flight 5J-790 on 31 Jan 2017 from Butuan to Manila
- 07 Feb 17 CC: letter to Captain Vicente P. Abaygar from Eng'r Abareta re: RP-C9369, BD-700-IAII, Global 5,000 type aircraft.
- 13 Feb 17 Report of Ms. Indira A. Genato on the Inter-Agency Coordination Meeting of Committee on Security Peace and Order, Emergency Preparedness and Response for ASEAN Summit 2017
- 14 Feb 17 After mission report re: status of aircraft owned by challenger aero air corporation at Tacloban Airport.
- 14 Feb 17 CC: Letter of Captain Vicente P. Abaygar from Eng'r Danilo T. Abareta of CAAP – Tacloban Airport re RP-C9363, BD – 700 – 1A11, Global 5000 Type aircraft.

- 15 Feb 17 Command and control coordination coverage to be undertaken by CAAP during the arrival and departure of delegates to the 31<sup>st</sup> meeting of the High-level Task Force on ASEAN Economic Integration (HTLF-EL)
- 17 Feb 17 Notice of Meeting- 24 February 2017 NALECC-Sub Committee Firearms, Ammunition and Explosives Control (SCFAEC) 2<sup>nd</sup> Regular Meeting.
- Outgoing:
  - 07 Feb 17 After conference report re: National Law Enforcement Coordinating Committee (NALECC) Sub-Committee on Dangerous Drugs and Controlled Chemicals (SCDDCC)
  - 07 Feb 17 TSCC post reference report and proposed renewal of Authority Order for IID personnel to rendered overtime service in line with Philippines Hosting of the 2017 ASEAN Summits and meetings
  - 16 Feb 17 Command and coordination coverage to be undertaken by CAAP during the arrival and departure of delegates to the 31<sup>st</sup> Meeting of the High-level Task Force on ASEAN Economic Integration (HTLF-EL)
  - 20 Feb 17 After travel report re: Puerto Princesa International and San Vicente Airports

6. The Administration Section is also in-charge in the filing of pertinent/confidential documents and other letters pertaining to intelligence matters. Basically, the reimbursement of travel expenses, as part of the security audit requirements, reflect their commitment to maintain the security standard.

7. It also performs other function as directed by the Chief of IID. Requisition for IT equipment were facilitated upon requests by the Chief.

### TECHNICAL RESEARCH SECTION

1. The Technical Research Section evaluates and determines the need of security equipment/ gears to be paced with the advance technology in the intelligence gathering. The reports are as follows:

VHF FM Base Radios

AREAS		QTY	Additional Request	Remarks
I	Laoag Int'l Airport	1		
II	Tuguegarao Airport	1	1	Cauayan Airport
III	San Jose Airport	1		
IV	Pto. Princesa Int'l Airport	1	1	Busuanga Airport
V	Legazpi Airport	1	1	Naga Airport
			1	Masbate Airport
			1	Virac Airport
VI	Iloilo Int'l Airport	1	1	Roxas Airport

	Kalibo Int'l Airport	1		
	New Bacolod-Silay Airport	1		
VII	Dumaguete Airport	1	1	Tagbilaran Airport
			1	Mactan Airport
VIII	Tacloban Airport	1	1	Tacloban Airport
			1	Catarman Airport
			1	Calbayog Airport
IX	Zamboanga Int'l Airport	1	1	Dipolog Airport
			1	Pagadian Airport
			1	Sanga-Sanga Airport
			1	Jolo Airport
			1	Calarian Radar Station
X	Laguindingan Airport	1	1	Camiguin Airport
			1	Ozamis Airport
XI	Gen San Int'l Airport	1	1	Davao Int'l Airport
			1	Cotabato Airport
XII	Butuan Airport	1	1	Surigao Airport
			1	Siargao Airport
			1	Tandag Airport
NCR	CAAP Central Office	1	2	Mobile Base radio for vehicles of CSIS
	Manila Transmitter	1		
	CATC	1		
TOTAL		17	25	
GRAND TOTAL		42		

VHF FM Handheld Radios

AREAS		QTY	Additional Request	Remarks
I	Laoag int'l Airport	5	3	Laoag int'l Airport
			4	Baguio Airport
			4	Lingayen Airport
			4	Vigan Airport
II	Tuguegarao Airport	5	5	Tuguegarao Airport
			4	Basco Airport
			4	Bagabag Airport
			4	Itbayat Airport
	Cauayan Airport	4	4	Cauayan Airport
III	San Jose Airport	4	4	San Jose Airport
			4	Marinduque Airport
			4	Romblon Airport
IV	Pto. Princesa Int'l Airport	7	3	Pto. Princesa Int'l Airport

			5	Busuanga Airport
V	Legazpi Airport	7	3	Legazpi Airport
	Naga Airport	3	5	Naga Airport
	Masbate Airport	3	5	Masbate Airport
	Virac Airport	3	5	Virac Airport
VI	Iloilo Int'l Airport	8	2	Iloilo Int'l Airport
	Kalibo Int'l Airport	7	3	Kalibo Int'l Airport
	New Bacolod-Silay Airport	7	3	New Bacolod-Silay Airport
	Roxas Airport	5	3	Roxas Airport
VII	Dumaguete Airport	5	3	Dumaguete Airport
	Mactan Airport	2	3	Mactan Airport
	Tagbilaran Airport	5	3	Tagbilaran Airport
VIII	Tacloban Airport	5	3	Tacloban Airport
	Catarman Airport	4	1	Catarman Airport
	Calbayog Airport	4	1	Calbayog Airport
IX	Zamboanga Int'l Airport	7	3	Zamboanga Int'l Airport
			5	Sanga-Sanga Airport
			5	Jolo Airport
			3	Calarian Radar Station
	Dipolog Airport	5	3	Dipolog Airport
	Pagadian Airport	5	3	Pagadian Airport
X	Laguindingan Airport	5	5	Laguindingan Airport
			5	Camiguin Airport
			5	Ozamis Airport
XI	Davao Int'l Airport	8	2	Davao Int'l Airport
			4	Mati Airport
			4	Allay Valley Airport
	Gen San Int'l Airport	6	4	Gen San Int'l Airport
	Cotabato Airport	6	2	Cotabato Airport
XII	Butuan Airport	5	5	Butuan Airport
			5	Siargao Airport
			5	Tandag Airport
	Surigao Airport	4	4	Surigao Airport
NCR	CAAP Central Office	24		
	Manila Transmitter	2		
	CATC	2		
TOTAL		172	171	
GRAND TOTAL			343	

#### Surveillance System Status/Acquisition

<b>CCTV Surveillance System</b>
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ITEMS	QTY	REMARKS	Area/Airport	Status
CAMERAS	42	Installed	New Bacolod-Silay Airport	For inspection and assessment
CAMERAS	44	Installed	Iloilo Int'l Airport	For inspection and assessment
CAMERAS	60	Installed	Kalibo Int'l Airport	For inspection and assessment
CAMERAS	22	Installed	Legazpi Airport	For inspection and assessment
CAMERAS	70	Installed	CAAP Central Office	For inspection and assessment
CAMERAS	26	Installed	CNS/ATM	For inspection and assessment
<b>TOTAL</b>	<b>264</b>			

List of ongoing installation of CCTV Surveillance system in Mindanao:

- a. Butuan Airport – Schedule for inspection on Nov 14, 2016
- b. Camiguin Airport – Ongoing installation
- c. Cotabato Airport – Ongoing installation
- d. Davao Int'l Airport – Ongoing installation
- e. Dipolog Airport – Ongoing installation
- f. General Santos Int'l Airport – Ongoing installation
- g. Jolo Airport – Ongoing installation
- h. Laguindingan Airport – Ongoing installation
- i. Ozamis Airport – Ongoing installation
- j. Pagadian Airport – Ongoing installation
- k. Sanga-Sanga Airport – Ongoing installation
- l. Siargao Airport – Ongoing installation
- m. Surigao Airport – Ongoing installation
- n. Tandag Airport – Ongoing installation
- o. Zamboanga Int'l Airport – Ongoing installation

List of ongoing site survey prior to the installation of CCTV Surveillance system for Luzon and Visayas:

AIRPORT/FACILITY	PROPOSED # OF CAMERAS	DATE SURVEY
Baguio Airport	26 Cameras	06/14/2017
Laoag Int'l Airport	21 Cameras	03/19/2017
Lingayen Airport	8 Cameras	06/14/2017
Vigan Airport	11 Cameras	06/14/2017
Bagabag Airport		Tentative Sched: 07/02/2017
Basco Airport	64 Cameras	04/18/2017
Cauayan Airport		Tentative Sched: 07/02/2017
Palanan Airport		For Deliberation
Tuguegarao Airport	70 Cameras	04/18/2017
Plaridel Airport		Tentative Sched: 07/06/2017
San Jose Airport		Tentative Sched: 07/06/2017

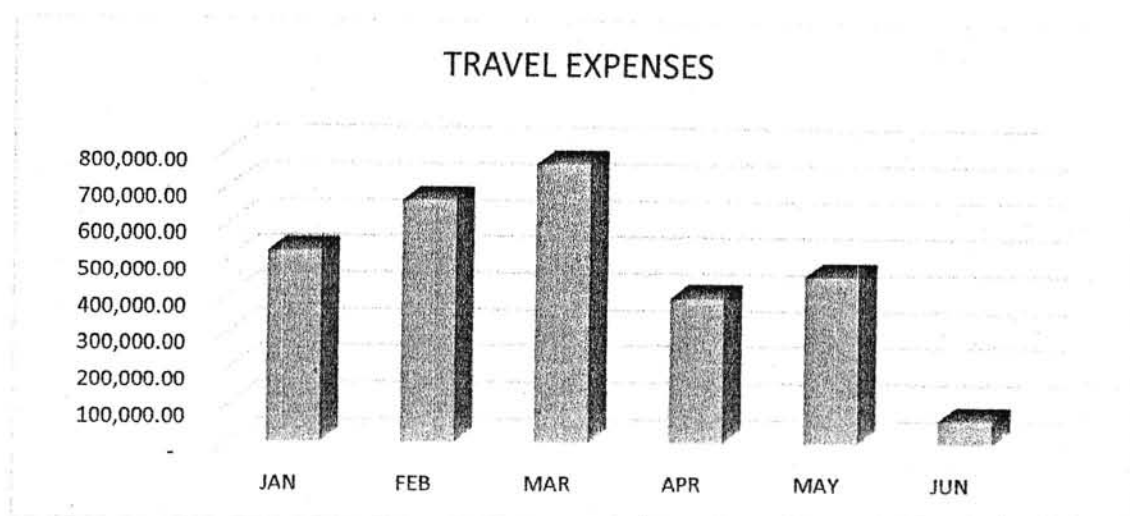
Romblon Airport		For Deliberation
Busuanga Airport		For Deliberation
Masbate Airport		Tentative Sched: 07/12/2017
Naga Airport		Tentative Sched: 07/12/2017
Virac Airport		For Deliberation
Roxas Airport	68 Cameras	5/28/2017
Dumaguete Airport		Tentative Sched: 07/07/2017
Tagbilaran Airport		Tentative Sched: 07/07/2017
Calbayog Airport		For Deliberation
Catarman Airport		For Deliberation
Tacloban Airport		Tentative Sched: 07/12/2017
Ormoc Airport		Tentative Sched: 07/12/2017

2. It reviews and researches information necessary to aide in the intelligence and investigation reports as listed below:

- a. Research regarding firearms and its basic accessories – for program of work and TOR
- b. Research regarding price and specs for the emergency purchase of handheld metal detectors
- c. Analyze the requirements of the Area Centers and Satellite Airports for the proposed Stand-alone CSIS Server and Remote Connectivity Project of CSIS.
- d. CSIS Intranet and Command Center Office – ongoing research on requirements and specifications for the hardware system.
- e. Attend product demo IntelliServe – Surface Movement Radar, Portable X-Rays, etc.
- f. Analyze the Product Proposal (Comparative) for the procurement of CAAP ID Card Maker.

### III. Budget

The budget report gathered in this section came from a cumulative files and logbooks which is not yet consolidated by the Budget and Finance offices. CSIS is creating its own system to fast track accounting processes within its office.



The month of June may have additional travel expenses which are not yet counted since the administrative processes may be accomplished on the next month. The accumulated expenses summed up to P2,877,500.00.

The next table consists of accumulated logbook entries. Some data may not yet be presented due to certain delays in administrative procedures.

Month	Consultant	Job Order	Salary	Leave	Cash Advance	Clothing Allowance	Training	Supply
Jan	50,000.00	77,348.04			64,945.00		174,500.00	-
Feb	50,000.00	1,013,160.37	10,679.93		-	135,000.00	-	4,290.00
Mar	50,000.00	174,404.24	573,494.66		46,491.75	-	-	400,000.00
Apr	50,000.00	170,892.31	20,329.11	11,584.56	-	-	-	-
May	50,000.00	172,366.86	806,627.88	5,850.11	-	-	-	-
Jun	-	43,096.93	799.98	32,614.59	-	-	-	-

#### IV. Assessment

On the performance indicators, this office simply addresses a scoring of compliance or non-compliance based on each different function. This will aid the management to visualize the complicated and discreet

functions of this office. The grading system focus with a direct yes or no answer with a score of either 100% for complied function and 0% for a non-complied function. The data below show the test scores:

SECURITY DIVISION	YES	NO	%
SECURITY OPERATIONS SECTION	8	0	100
STANDARDS & COMPLIANCE SECTION	5	1	83.33
TRAINING SECTION	7	0	100
NCR – CAPO & CSIS AREA I-XII 7 AIRPORT SUPERVISORS SECTION	7	1	87.5
ADMIN	5	2	71.42
ID & PASS CONTROL SECTION	4	1	80
SUPPLY AND LOGISTICS SECTION	4	0	100
AVERAGE	40	5	89.89
INTELLIGENCE AND INVESTIGATION DIVISION	YES	NO	%
INTELLIGENCE SECTION	3	3	50
INVESTIGATION SECTION	3	1	75
OPERATION SECTION	6	0	100
ADMIN SECTION	6	1	85.71
TECHNICAL RESEARCH SECTION	3	0	100
AVERAGE	21	5	80.77
OVERALL GRADE	61	10	85.92

SECURITY DIVISION

SECURITY OPERATIONS SECTION	DONE
1. The Security Operations Section assesses & evaluates Security Vulnerabilities of CAAP Airports and Facilities to establish, develop and formulate systems, policies, procedures and measures to ensure safety and security of CAAP personnel, installations, aerodromes & stakeholders through control of access & movement of passengers/non-passengers and vehicles.	YES
2. It formulates guidelines and procedures for the effective supervision for private security agencies and CSIS personnel operating in CAAP Airports and Facilities as well as to conduct required security training.	YES
3. It determines approval of recommendation for the extension and/or termination of security provider services from Standards and Compliance Section based on performance.	YES
4. It provides assistance in the conduct of security services bidding and administration of security services contract and other related matters.	YES
5. It monitors compliance on the implementation of policies, system and procedures on security operations as well as responses to incidents relating to security.	YES
6. It conducts security survey and inspection of all airports and facilities nationwide to determine the required and ideal manpower requirements for both CSIS Personnel and PSA Guards prior to the bidding for security services as well as for requests for additional security manpower.	YES
7. It prepares Daily Situation Information report to be submitted to Chief, CSIS or Security Operations, SD.	YES
8. Performs other related functions and security activities as may be directed by management.	YES

<b>STANDARDS &amp; COMPLIANCE SECTION</b>	<b>DONE</b>
1. This section is responsible for the monitoring of security services contract for Area Center I-XII and depending on performance, may recommend extension and/or termination of contract.	YES
2. It prepares the Bidding Documents and Terms of Reference (TOR) for the conduct of public bidding for security services nationwide.	YES
3. It conducts quarterly inspections to Private Security Agencies (PSA) nationwide to ensure compliance to its liabilities and obligations.	NO
4. It is responsible for safekeeping of documents related to conducted public bidding for security services nationwide.	YES
5. It coordinates with training section for the conduct of Basic AVSEC to all PSA guards nationwide.	YES
6. It performs other related functions and security activities as may be directed by management.	YES
<b>TRAINING SECTION</b>	<b>DONE</b>
1. The Training Section ensures that personnel implementing security control possess competencies required to perform their duties and are appropriately trained in accordance to the requirements of the National Civil Aviation Security Program (NCASP) and maintain updated records.	YES
2. It selects and screens qualified CSIS personnel nationwide for Aviation Security Courses. It offers local and foreign trainings with recommendation and approval from ADG II, CSIS.	YES
3. It maintains and updates training database for all CSIS personnel nationwide for use in preparation for recommending personnel for offered training based of course pre-requisites.	YES
4. It coordinates with HRMD and Civil Aviation Training Centre (CATC) on the selected qualified CSIS Personnel for both local and foreign training.	YES
5. It coordinates with CATC in the conduct of Basic Aviation Security Training for both CSIS Personnel through Mobile Training Team and Security Provider Guards under contract with CAAP.	YES
6. It prepares Travel Order and Memo Brief for Aviation Security Mobile Training Team.	YES
7. It submits report after completion of AVSEC Training both for Phase I – Theoretical and Phase II – OJT Checkout.	YES
<b>NCR – CAP &amp; AREA AIRPORTS SECTION</b>	<b>DONE</b>
1. This section maintains peace and order within CAAP Offices, Air Navigation facilities and other vital installations in coordination with local police authorities and other peace keeping entities in NCR.	YES
2. It recommends improvements of policies, rules and regulations on safety and security policy rules and regulations.	YES
3. It implements safety and security policies, guidelines, procedures, rules and regulations.	YES
4. It implements security measures on access control of people and vehicle to CAAP Offices, Airports and facilities nationwide.	YES
5. It supervises private security agencies on respective area & airports nationwide.	YES
6. It updates respective security program in accordance with the NCASP to be submitted to CSIS Central Office.	NO
7. It prepares security reports to be submitted to CSIS Central Office or Security Operations, SD.	YES
8. It also performs other task as may be directed by the Authority.	YES
<b>ADMIN</b>	<b>DONE</b>
1. The Admin Section maintains a secured file of references, correspondence and other documents relevant to the office.	YES
2. It is responsible in generating periodic reports of Security Division.	YES
3. It is responsible in the preparation of memos and other correspondence to other offices.	YES
4. It allocates personnel for scheduled local AVSEC training.	YES
5. It prepares documents and other credentials for foreign training, seminars/workshops of CSIS Personnel.	YES



6. It oversees and ensures that the implementation of the assigned tasks to its personnel are smoothly carried-out in a daily basis.	NO
7. It does other relevant tasks as directed by higher authorities.	NO
<b>ID &amp; PASS CONTROL SECTION</b>	<b>DONE</b>
1. This section processes/issues CAAP ID to all CAAP employees nationwide.	YES
2. It maintains/updates CSIS personnel database file of CSIS personnel nationwide.	YES
3. It processes/issues CAAP Cas Pass for all vehicle entering CAAP Compound.	NO
4. It processes/issues Security Clearance to all personnel transacting business within CAAP premises.	YES
5. It performs other tasks as the Division Chief, and the Chief, Administrative Section may direct.	YES
<b>SUPPLY AND LOGISTICS SECTION</b>	<b>DONE</b>
1. This section prepares Purchase Request (PR) and Requisition Issuance Slips (RIS) needed for official use of CSIS to be forwarded to supply Division for approval of the Division Chief III, CSIS.	YES
2. It prepares overtime and night differential of CSIS Central Office Organic Personnel.	YES
3. It Assists in the inventory of supplies of CSIS personnel and supplies released by the supply Division as per Annual Procurement Plan for CY 2015.	YES
4. It also performs other tasks as directed by higher authorities.	YES

## INTELLIGENCE AND INVESTIGATION DIVISION

<b>INTELLIGENCE SECTION</b>	<b>DONE</b>
1. The Intelligence Section plans, conducts surveillance, researches on cyber threats, background investigation, laying the foundation in aid of any corporate investigation, and coordinates with inter-office and state's intelligence agencies.	NO
2. It gathers necessary intelligence data to constantly review level of threat to civil aviation within its territorial domain.	YES
3. It conducts continued agent/ asset/informant recruitment for sustained intelligence inputs.	YES
4. It establishes a "reward system" for quality reports and accomplishments.	NO
5. It conducts "risk assessment" to identify threat to civil aviation with in all airports managed by CAAP.	NO
6. It performs other related functions	YES
<b>INVESTIGATION SECTION</b>	<b>DONE</b>
1. The Investigation Section conducts inquiry thru interview of cases to provide evidence that is admissible in court.	YES
2. It conducts personnel and incident investigation.	YES
3. It reports and records lost/ stolen property.	NO
4. It performs other related functions.	YES
<b>OPERATIONS SECTION</b>	<b>DONE</b>
1. The Operation Section facilitates inter-airport intelligence and formulate Essential Elements of Information (EEI's).	YES
2. It validates reliability of reports and sources through established parameters and criteria in the evaluation/classification of intelligence accomplishments.	YES
3. It directs and monitors the intelligence collection efforts of the units/ airports based on the mandated task.	YES



4. It recommends corrective action to adjust relevant elements on Security Procedures based upon a security risk assessment.	YES
5. It establishes parameters and criteria in the evaluation of the intelligence accomplishments of the unit based on the intelligence collection efforts, neutralization and case operations.	YES
6. It performs other related functions	YES
<b>ADMIN SECTION</b>	<b>DONE</b>
1. The Administration Section ensures efficiency of intelligence communications for timely production of IID Summary of Information.	NO
2. It compiles and coordinate with the IID personnel compliances to the HRMD.	YES
3. It controls the incoming and outgoing communications, disseminate incoming and transmit outgoing.	YES
4. It monitors and evaluates performance of IID Personnel to recommend for training and promotion.	YES
5. It prepares and encodes memoranda, reports, and letters as directed by the Division Chief.	YES
6. The Administration Section is also in-charge in the filling of pertinent/ confidential documents and other letters pertaining to intelligence matters.	YES
7. It also performs other function as directed by the Chief of IID.	YES
<b>TECHNICAL RESEARCH SECTION</b>	<b>DONE</b>
1. The Technical Research Section evaluates and determines the need of security equipment/ gears to be paced with the advance technology in the intelligence gathering.	YES
2. It reviews and researches information necessary to aide in the intelligence and investigation reports.	YES
3. It also performs other related functions.	YES

## V. Summary

The overall score of CY 2016 is better than the Jan to June accomplishment in relation to its functions. CSIS must review its mandated tasks to determine relevance and possible evolution of aviation security requirements from local to international arena.