

A4. Office of the Director General (Corporate Communications Staff and Media Communications Office)

TABLE 1.

Major Final Outputs (MFOs)	Target 2018
<p>1. Events management assistance</p> <ul style="list-style-type: none"> • Assisted in the agency’s events management during airport inaugurations (San Vicente Airport, Tacloban Airport, Virac Airport, Maasin Airport, Bohol-Panglao International Airport), CNS/ATM inauguration and cutover rites, and other agency events 	<p>1. 100%</p>
<p>2. Corporate Communications handling (Internal and External document processing)</p> <ul style="list-style-type: none"> • Received, reviewed, and evaluated 19,734 documents for the Office of the Director General from January 1 - December 13, 2018. (Reference: ODG Data Tracking System, Last entry ODG-2018-1734) • Processed 3,080 e-mails via odg.caap@gmail.com from April - December 13, 2018. (Note: Jan - Mar emails deleted to clear disc space) • Drafted letters for the Office of the Director General • Submitted Deadline Reports to the Office of the Director General for the upcoming week. (Submitted every Friday between 3:00 PM to 4:00 PM) 	<p>2. 100%</p>
<p>3. Compliance to Freedom of Information (FOI)</p> <ul style="list-style-type: none"> • Processed FOI requests via the FOI Portal TOTAL: 103 requests handled (with three (3) “Red Flag” Items out of 8,863) • Awarded as top requested and performing agency for 2018 • Increased Facebook Page Rating from 4.2 to 4.5 Stars and 12 thousand Likes to 16 	<p>3. 98%</p>

thousand Likes (Reference: CAAP Official Facebook Page)	
4. Media affairs handling <ul style="list-style-type: none"> • Drafted 37 press releases/advisories, and 8 media invites • Answered to interviews and inquiries from the media • Handled requests from the media 	4. 100%
5. Multimedia materials production <ul style="list-style-type: none"> • Produced multimedia materials for promotion and information dissemination • Drafted the Authority’s annual magazine/publication, “Sky Watch” 	5. 100%
6. Data Bank Project <ul style="list-style-type: none"> • Photographic and videographic record-keeping and documentation of the Authority’s airports, facilities, and events: 48 out of 90 airports and facilities 	6. 53%
7. Public information handling <ul style="list-style-type: none"> • Handled public queries sent through the agency’s email and social media network: 730 via Mail 8,030 via Facebook Inquiries TOTAL: 8,760 public inquiries 	7. 100%
8. Developed the Corporate Communications Staff Process Flow (ARTA) and uploaded to the CAAP website	7. 100%

a.4.4.1.4. Inventory List of IT Equipment

Corporate Communications Staff (CCS)

- 6 Personal Computer Sets
- 3 Printers
- 1 Scanner
- 2 Telephones

Media Communications Office (MCO)

- 1 Personal Computer Set
- 1 Laptop
- 1 Printer
- 1 Scanner
- 1 Telephone

a.4.5.2. Ease of Doing Business (internal and external process flows)

Step	Client	Activity	Fees	Forms	Duration of Activity	Person in Charge
1	Send letter(s) / correspondence / document(s) / parcel(s) to CAAP Central Office	1. Receive, review and evaluate the document			3 min	Corp Comm Staff
		2. Prepare Routing Action Slip (RAS)			3 min	Corp Comm Staff
		3. Record in the Data Tracking System (DTS)			3 min	Corp Comm Staff
		4. Deliver / send thru email or fax to the office / person concerned			5 min	Corp Comm Staff
TOTAL DURATION OF ACTIVITY					14 mins	

a.4.5.4. Financial Highlights

N/A

a.4.5.4.1. Proposed Budget vs Actual Expenses with Assessment

TABLE 4.

	<i>Proposed Budget</i>	<i>Actual Expenses</i>	<i>Variance (%)</i>
1. <i>Water Communications</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
2. <i>Electric Bills</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
3. <i>Project Preparation Expenses, etc.</i>	<i>200,000</i>	<i>0</i>	<i>100%</i>
TOTAL	200,000	0	100%

a.4.5.3. Personnel Profile (include trainings)

Corporate Communications Staff (CCS)

Name: **NICOLE M. RAMOS**

Designation: Executive Assistant II / Acting Chief, Corporate Communications Staff

Trainings: New Employees Orientation Programme (NEOP), Leadership Course (LDR), Safety Management System Course (SMS)

Name: **THADDEUS D. LANSANG**

Designation: Public Relations Officer I

Trainings: New Employees Orientation Programme (NEOP), Leadership Course (LDR), Gender Sensitivity Training (GST)

Name: **REDMAR S. CRUZ**

Designation: Liaison Assistant I

Trainings: New Employees Orientation Programme (NEOP)

Name: **GEMB KAHMIL P. GARCIA**

Designation: Secretary I / FOI Officer (Co-Terminous)

Trainings: Social Media for Development (DICT Training)

Name: **ROMUALDO G. INTIA, JR.**

Designation: Administrative Assistant II (Job Order)

Trainings: N/A

Name: **ALBERT B. DY**

Designation: Administrative Assistant II (Job Order)

Trainings: N/A

Name: **MEJI CECILIA C. GARCIA**

Designation: Administrative Assistant II (Job Order)

Trainings: N/A

Media Communications Office (MCO)

Name: **WILFREDO B. APOLONIO**
Designation: Public Information Officer (Consultant)
Trainings: N/A

Name: **DIANARA L. OBINA**
Designation: Media Affairs Officer (Consultant)
Trainings: N/A

Name: **URIEL D. AYEN**
Designation: Multimedia Officer (Consultant)
Trainings: N/A

Submitted by:

NICOLE M. RAMOS
Acting Chief, Corporate Communications Staff

REFERENCES:

1. Office of the Director General Data Tracking System (DTS)

Civil Aviation Authority of the Philippines

Records

Add New Record

List of All Records

Show 10 entries

Search:

Control Number	Author	Subject	Company	Destination	Date In	Date Out	Mark	Action
19734	Teodoro G. San Juan	Letter from Teodoro G. San Juan Jr. Re: Unsolicited Proposals (USP) for the operation, maintenance, expansion, and rehabilitation of Puerto Princesa and Iloilo Int'l Airports.	Prime Asset Ventures Inc.	DG thru COS>	2018-12-13	null	Pending	
19733	AANSOO	Reimbursement as per travel order AANSOO-2018-331 to PAG-ASA Clark Synoptic Station of Mr. Jose V. Festejo Jr. et al.		DG thru COS>	2018-12-13	null	Pending	
19732	BGMS		BGMS	COS	2018-12-12	null	Released / Approved	
19731	Roderick M. Planta	Letter from Roderick M. Planta Re:	National Economic and	DG thru COS>	2018-12-12	null	Pending	

Civil Aviation Authority of the Philippines

Records

Add New Record

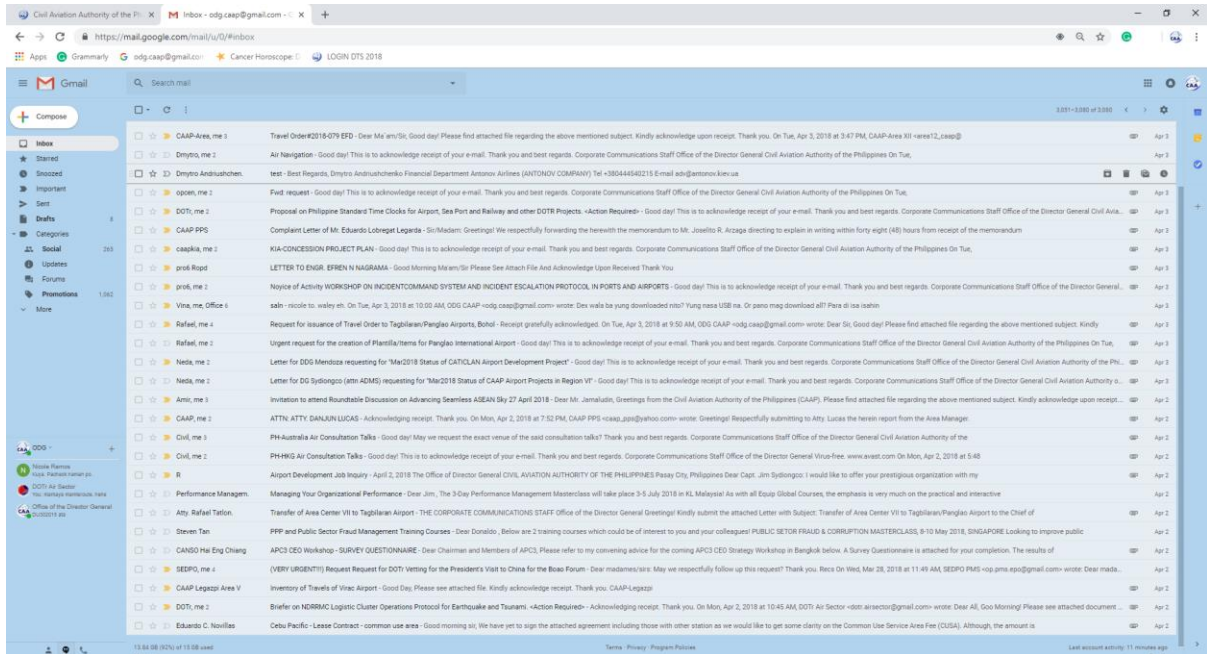
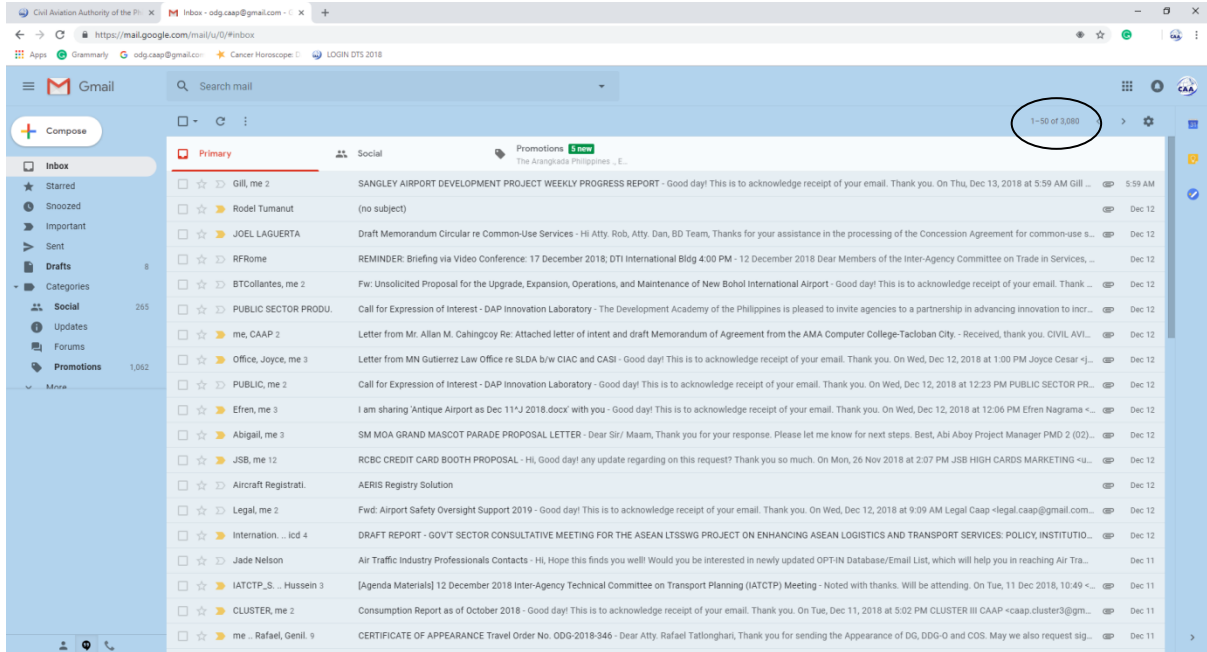
List of All Records

Show 10 entries

Search:

Control Number	Author	Subject	Company	Destination	Date In	Date Out	Mark	Action
1	CAAP Tacloban	Email from CAAP Tacloban re: Reply Complainant Ticket No G2017122442514		Ms. Turing, HRMD>	null	null	Released / for Action	
2	CAAP Tacloban	Email from CAAP Tacloban re: Weekly Project Status Report, December 28, 2017		Celyn>	null	null	Released / for Action	
3	Leonardo C. Cruz	Email from CEZA re: Clearance for Fuga Island	Cagayan Economic Zone Authority (CEZA)	FOD>	null	2018-01-03	Released / for Action	
4	CAAP Puerto Princesa	Email from CAAP PPS re: Trouble Analysis Report re PAPI at Runway 09		ORCC/ANS>	null	2018-01-03	Released / for Action	
5		Salary/Fee of Ms Concordia S. Pagkalwangan for Dec'17		ODG>HRMD>	null	2018-01-04	Released / Approved	
6	CATC	Travel Order for CAAP Instructor accomod outside of		ODG>CATC	null	2018-01-04	Released / Approved	

2. Office of the Director General email (odg.caap@gmail.com)



3. CAAP Official Website and FOI Portal

Receiving Officer: Requests Monitoring Dashboard

ADD A MANUAL REQUEST

PENDING REQUESTS ALL 301

Search Request Titles

TRACKING CODE	DATE	TITLE	TIME LAPSED	FLAGS	STATUS	ASSIGNED DM
#CAAP-873982192163	Dec 07, 2018	Number of air transport accidents and deaths (2013 - 2018)	2 days 39 minutes 33 seconds		SUCCESSFUL	Eric Apolonio
#CAAP-530127229509	Nov 26, 2018	Passenger Traffic 2017	1 days 0 minutes 3 seconds		PARTIALLY SUCCESSFUL	Eric Apolonio
#CAAP-010268541634	Nov 10, 2018	he master plan study on the strategy for the improvement of national airports in the Philippines	0 days 9 hours 29 minutes 57 seconds		DENIED	NA
#CAAP-786384974260	Nov 07, 2018	Refund not given by AirSwift for flights cancelled due to bad weather	0 days 8 hours 0 minutes 56 seconds		DENIED	NA
#CAAP-020697931199	Nov 06, 2018	Standards for the Base Operations of the Philippine Air Force	19 days 18 hours 30 minutes 8 seconds		SUCCESSFUL	Eric Apolonio
#CAAP-631509054146	Nov 05, 2018	CNSSO Exam Schedule and Application Process	5 days 13 hours 27 minutes 44 seconds		SUCCESSFUL	Eric Apolonio

Civil Aviation Authority of the Philippines

Like Follow Share

Create Post Live Event Offer Job

Write a post...

Photo/Video Feeling/Activ... Check in

6 Videos Added This Week You Can Crosspost 1 video available to crosspost. See video.

Reach People Nearby Get your location and reach customers in your area.

Get More Page Likes Help people find and like your Page.

Get Started With Automated Ads Get personalized ads that adjust over time to help you get better results.

Photos

Send Message

4.5 out of 5 based on the opinion of 117 people

ABOUT CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

Our Story The Official Facebook Page of the CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP) Old MIA Road, Pa... See More

Page Tips See All

Know Friends Who Might Like Your Page? Invite friends to like Civil Aviation Authority of the Philippines and help you connect with more people.

See All Page Tips (1)

90% response rate, 21 hours response time

15K likes +100K reach

Benedict B... and Ardy Atobalaro

19K follows

See Pages Feed Posts from Pages you've liked as your Page