

Enforcement and Legal Service

(ELS)



REPUBLIC ACT NO. 9497
Civil Aviation Authority Act of 2008

SECTION 36. The Office of Enforcement and Legal Service.

To effectively implement the civil aviation regulatory, supervisory and administrative mandates of the Director General under this Act, a permanent office within the Authority to be known as the Enforcement and Legal Service, to be composed of in-house counsels of the Authority and its necessary support staff shall be established by the Board.

This office shall provide adequate legal assistance and support to the Director General and to the Authority, as a whole, in the exercise of quasi-legislative and quasi-judicial power as provided for under this Act.

The exercise of the function by the Director General to issue *subpoena ad testificandum*, *subpoena duces tecum* and the imposition of any administrative sanction shall be within the exclusive determination and recommendation of the Enforcement and Legal Service.

MANDATES

The Enforcement and Legal Service (ELS) shall provide adequate legal assistance and support to the Director General and to the Authority, as a whole, and the exercise of quasi-legislative and quasi-judicial power as provided for under this Act.

The exercise of the function by the Director General to issue subpoena ad testificandum, subpoena duces tecum and the imposition of any administrative sanction shall be within the exclusive determination and recommendation of Enforcement and Legal Service.

MISSION

To provide efficient Legal Service:

- in the effective implementation and enforcement of the regulatory, supervisory and administrative mandates of the director General.
- in CAAP's exercise of its quasi-legislative and quasi-judicial power.
- in the determination, recommendation of the issuance of subpoena ad testificandum, subpoena duces tecum and imposition of any administrative sanction.
- in support of CAAP to increase the level of safety, greater capacity in aviation operation towards global competitiveness and in compliance with the Standard and Recommended Practices (SARPs) of International Civil Aviation Organization (ICAO).

VISION

Excellence in the civil aviation safety oversight and enforcement functions through systematic legal framework and organized regulatory procedures.

A. Key Policy Issuances:

B. Programs Implemented:

C. Operational Highlights:

- Key Performance Indicators

KEY PERFORMANCE INDICATOR ANNUAL REPORT (2017)		
	Annual Accomplished 2016	Annual Accomplishment 2017
ADMINISTRATIVE CASES REFERED TO ELS (PCAR VIOLATION)	1	2
REVIEWED AMENDMENTS TO PCAR AND CARANS	12	16
CASES HANDLED		
a) Handled cases in collaboration with the OGCC	7	7
b) Active Cases	89	89
c) Cases Resolved	33	
d) Legal Opinion and Commentaries	10	292
DOCUMENT REVIEW		
a) Memorandum of Agreement/Understanding	10	20
b) Contract	5	16
c) Evaluation of Legal Interest on Aircraft's Certificate of Registration	57	135
PREPARATION OF LEGAL DOCUMENTS/CORRESPONDENCE/ COMMUNICATIONS		
a) Pleading/Verification	5	4
b) Letter-reply	31	10
c) Indorsement	5	4
d) Memorandum	14	8
ISSUED LEGAL CLEARANCE		
a) Travel Abroad	52	448
b) Office Requirement	84	431
c) Other Purposes	2	16

D. Major Final Outputs :

E. Personnel Compliment:

Department of Budget and Management Approved Staffing Pattern
2009

No. of Position	Unit/Position	SG	Monthly Salary	Total
1	Assistant Director General II	27	36,923	36,923
1	Attorney V	25	26,203	26,203
1	Attorney IV	23	24,224	24,224
4	Attorney III	21	22,397	89,588
2	Legal Officer II	17	18,082	36,164
1	Legal Assistant I	10	12,026	12,026
1	Administrative Assistant I	7	9,848	9,848
1	Utility Worker II	2	6,703	6,703
12	Sub-total			241,679

* Not equivalent to Division Chief, not entitled to RATA

ACTUAL ELS PERSONNEL

No. of Position	Unit/Position	Incumbent	Status
ORGANIC PERSONNEL			
1	Assistant Director General II	Atty. Joseph Ray Gumabon	OIC
1	Attorney V	Atty. Rania Joie Marie Joya	Study Leave
1	Attorney IV	Atty. Frank Edward Marty	Detailed to RSD
4	Attorney III	Atty. Jerico Salenga	Resigned
		Atty. Godfrey Ragudo	
		Vacant	
		Vacant	
1	Legal Assistant I	Rita Linda Peleo	
1	Administrative Assistant I	Jennet Olaes	Detailed to CATC
1	Utility Worker II	Maynard Tambol	Detailed to CATC
1	Utility Worker II	Rolando Lacorte	Detailed to ELS
CONTRACT OF SERVICE/JOB ORDER PERSONNEL			
2	Paralegal	Adhara Cope	

		Allen Bermejo	
2	Administrative Assistant II	Diana Rose Osias	
		Prince Hascheme Maraasin	
1	Office Assistant	Sotico Guiral, Jr.	
16	Sub-total		