



Republic of the Philippines
CIVIL AVIATION AUTHORITY
OF THE PHILIPPINES



MEMORANDUM CIRCULAR NO. 017-2023

TO : ALL CONCERNED

SUBJECT : STREAMLINED PROCEDURES AND REQUIREMENTS
FOR THE RENEWAL OF PILOT LICENSES

DATE : 29 AUGUST 2023

RA No. 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, mandated government agencies to “regularly undertake cost compliance analysis, time and motion studies, undergo evaluation and improvement of their transaction systems and procedures and reengineer the same if deemed necessary to reduce bureaucratic red tape and processing time.”

Furthermore, the Anti-Red Tape Authority has issued MC No. 2020-06 to all Government Agencies including Local Government Units (LGUs), to provide “simplified, streamlined, and automated standards, measures and procedures to be adopted by all covered agencies in delivering efficient and hazard-free government services under the “New Normal”.

In compliance to the foregoing, the Licensing and Certification Department, Flight Standards Inspectorate Service, reviewed the processes and procedures, especially the checklist for the renewal of PPL, CPL, CPL with IR and ATPL, the requirements of which are as follows:

- 1) Routing Slip (Database)
- 2) Application Form No. 541
- 3) Photocopy of Pilot License
- 4) Photocopy of Medical Certificate
- 5) Photocopy of Radio License
- 6) Photocopy of English language Proficiency Certificate (ELP)
- 7) Certificate of Flying Time
- 8) Skills Test Result / Grading Sheet

As a result of the review, the above documentary requirements will be reduced from eight (8) to just three (3), as follows:

- 1) Completely filled up Application Form 541;
- 2) Photocopy of NTC or Radio License; and
- 3) Pilot logbook.

Likewise, submission of photocopies of the following documents shall no longer be required:

- 1) Pilot License;
- 2) Medical Certificate;
- 3) English Language Proficiency (ELP); and
- 4) Certificate of Flying Time.

As regards the skills test, the pertinent provisions of PCAR Part 2, Subpart 2.2.3(e) provides:

“2.2.3 Validity of Licenses, Ratings, Authorizations and Certificates

(e) **Renewal** of a license will take place **within the validity period** after initial issue of a rating, **provided the ratings related to the license and the medical certificate are valid.**”

Accordingly, a pilot license shall be renewed without the requisite skills test **provided** the following are **current and valid**, to wit:

- 1) License;
- 2) Medical Certificate;
- 3) Ratings (Category/Class/Type/Instrument/Instructor, as applicable);
- 4) Recurrent Training;
- 5) Proficiency Check;
- 6) Recent Experience;
- 7) IFR Currency (as applicable);
- 8) English Language Proficiency; and
- 9) Radio License.

However, when the license and or the rating/s (e.g., category, class, type, instruments, instructor), has expired, the applicant for renewal of pilot license must pass the required skills test on the areas of operation pertinent to the rating/s before his / her license will be renewed. The skills test shall be conducted by a CAAP Examiner.

Moreover, the Implementing Standards (IS) of Subpart 2.2.1(e) - Issue, Renewal and Re-Issue of Licenses, Ratings, Authorizations and Certificates, provides:

“2.2.1(e) **Application** for the issue, **renewal** and re-issue of licenses, ratings, authorizations or certificates by the Authority shall be done by submitting to the Authority a properly filled out form, which form can be obtained from the Authority. This **form must be submitted** to the Authority **at least 14 days before the expiry date.**”


Lastly, the license shall be printed and issued immediately after the presentation of the old license for hole punching (to mark the license as invalid), and payment of the license fee.

All Orders / Memoranda in conflict herewith are hereby rescinded.

For information and strict compliance.


CAPTAIN MANUEL ANTONIO L. TAMAYO
Director General CBA

CIVIL AVIATION AUTHORITY
OF THE PHILIPPINES
CERTIFIED PHOTOCOPY
(NOT VALID WITH ERASURE/ALTERATION)

 9-26-2023
MADONNA L. OROCIO
Records Officer II
Central Records and Archives Division