



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

08 APR 2021

MEMORANDUM CIRCULAR NO. 12-2021

POLICY ON MANAGEMENT OF REAL PROPERTY DOCUMENTS

I. GENERAL STATEMENT

By virtue of Section 22 (f) of Republic Act No. 9497, the Civil Aviation Authority of the Philippines (CAAP) is authorized to acquire, own, hold and administer real properties. Furthermore, all real properties of the Air Transportation Office (ATO) as well as contracts, records and documents relating to the same have been transferred to CAAP by virtue of Section 85 of the same Act.

Thus, there is a need to prescribe a policy to regulate the management of the Authority's real property titles, which shall cover activities such as but not limited to: consolidation, transmittal, custodianship/storage, verification and coordination with the relevant government offices, and the titling/reconstitution (whether judicial or administrative in nature) of titles.

II. SCOPE

This Memorandum Circular shall apply to all airports and air navigation facilities operated by CAAP (whether active or decommissioned), as well as all other CAAP-owned/controlled/designated properties whether in the Head Office or the Area Centers.

III. DECLARATION OF POLICIES FOR EXISTING DOCUMENTS

Section 1. Custodianship – The Central Records and Archives Division (CRAD) under the Administrative and Finance Service shall hereby act as the official custodian of all physical **original** copies of Original Certificate of Title (OCT), Transfer Certificate of Title (TCT), Tax Declarations, Deeds of Sale and other evidences of ownership of all properties subsumed under Section II. Under no such circumstances shall Area Centers/Airports maintain custodianship over the physical, original copy of the aforementioned documents.

Likewise, in the event where CAAP does not possess original copies of such documents (i.e. only Certified True Copies or photocopied documents are available), the CRAD shall also maintain physical copies of the same in perpetuity.

As an added security measure, the CRAD shall also scan and maintain electronic copies of all real property titles in its custody, whether original, Certified True Copy or photocopy.

The CRAD shall be deemed accountable for the storage of these aforementioned documents (whether physical or electronic), and shall be responsible for developing and implementing systems and procedures to regulate access, ensure the security and safekeeping of the same, and to

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Records Officer I
Central Records and Archives Division



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track/record all documents in its custody. The database to be maintained by CRAD shall be considered the Authority's **OFFICIAL** database of real property documents.

All Airports and Area Centers are hereby mandated to turn-over the original copies of all such documents to the CRAD before June 30, 2021 subject to the guidelines and procedures for transmittal contained in Section 2.

Section 2. Transmittal – Under no such circumstance shall original copies of real property documents be transmitted to the Head Office / CRAD through registered mail/official courier service. All original copies shall be personally and physically delivered by a plantilla employee duly designated by the Area/Airport Manager.

While Certified True Copies and photocopied documents shall preferably be delivered personally as well, these may be sent through registered mail/official courier if circumstances prohibit personal delivery.

Section 3. Receipt and Release of Real Property Documents – As the official custodian of original real property documents, only the CRAD shall be authorized to receive and accept real property documents being turned over by other government agencies to CAAP. All Area Centers/Airports must coordinate with CRAD for matters regarding the turn-over of titles. As such and on behalf of the Director General, the CRAD is hereby authorized to sign as the receiving party on Property Transfer Reports for land assets.

In the event of transfer of CAAP properties to other government agencies/instrumentalities which require the release/surrender of the original copies of the real property documents, the CRAD shall secure a legal pass from the Enforcement and Legal Service (ELS) as well as Authority from the Director General prior to release.

Furthermore, only the CRAD shall be authorized to issue Certified True Copies of the aforementioned documents.

Section 4. Parcellary Plans/Surveys – The Aerodrome Development and Management Service (ADMS) shall be the official custodian of all parcellary plans/surveys for all CAAP-owned/controlled/designated properties, and shall be the only office authorized to issue Certified True Copies of the same.

Section 5. Records Management in Area Centers/Airports – While CRAD is the official custodian of original / Certified True Copies of real property documents, Area Centers / Airports / facilities are not precluded from retaining copies of the same documents duly certified by CRAD. As such, all Area Centers and Airports are hereby directed to maintain Certified True Copies and/or photocopies of documents pertaining to real property within their jurisdiction. Area Centers shall maintain copies of documents pertaining to all Airports, Air Navigation Facilities and other properties within their jurisdiction.

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Furthermore, Area Centers and Airports must maintain both physical and electronic copies and shall maintain a database to track/record all such documents in their custody.

Section 6. Recording in Book of Accounts – In the event of transfer of Land and/or Land Improvement assets from other government agencies to CAAP, the aforementioned assets shall be recorded in the book of accounts of the Area Center concerned. The process flow in **Annex A** shall be strictly observed.

Section 7. Inventory of Titles/Status of Titling – The Asset Management Division (AMD) under the Corporate Planning Office shall be responsible for maintaining a database monitoring the status of titling of the Authority's real properties. At a minimum, the said database shall identify which documents (and what type of documents) are currently in the possession of CAAP and which lots these documents cover.

In coordination with the Services, Area Centers and Airports, they shall also determine and monitor which lots in CAAP-owned/controlled/designated properties have no corresponding documentation establishing the Authority's ownership.

In connection to the aforementioned duties and responsibilities, the CRAD, Area Centers and Airports are hereby instructed to grant the AMD access to their corresponding databases and documents.

Section 8. E-Titles – In order to secure and safeguard the Authority's property, all paper titles named to the Civil Aviation Authority of the Philippines shall be upgraded to Electronic Titles, subject to the rules, regulations and procedures of the Land Registration Authority (LRA). The CRAD shall be responsible for conducting all activities pertinent to the upgrading of titles.

IV. DECLARATION OF POLICIES FOR TITLING/LEGAL DOCUMENTATION

Section 9. Single Point of Contact (SPOC) for Area Centers and Airports – The provisions of the Memorandum dated 29 July 2020 with subject "Single Point of Contact (SPOC) for Area Center / Airport Asset Management Concerns" are hereby reiterated.

All Cluster Heads are directed to ensure the designated of a qualified and competent SPOC in each and every Area Center under their supervision. The Area Center SPOC shall act as a focal person through whom Asset Management concerns for all airports/facilities within the Area Center shall be coursed, coordinated, clarified and followed-up with. The Area Center SPOC shall also supervise and monitor the compliance of Airport/Facility SPOCs to AMD's request for information/data/coordination.

In turn, all CAAMs are directed to ensure the designated of qualified and competent SPOC to the airport managers/facilities-in-charge under their supervision. The Airport/Facility SPOC shall coordinate with the Area Center SPOC on all airport/facility asset management matters, including

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but not limited to: property titling, inventory of real properties, and coordination with Local Government Units and other government offices as necessary.

Furthermore, the provisions of the Memorandum dated 22 September 2020 with subject "Certified True Copies (CTC) for Photocopies of CAAP Real Properties" are hereby reiterated.

All SPOCs are tasked to use available records (i.e. photocopies of property titles, tax declarations / all documents available that reflect the lot numbers covered by their respective airports / facilities) to apply for Certified True Copies (CTCs) of said documents from the corresponding offices below:

- a. Local Register of Deeds (RDs) – Certified True Copies of property titles
- b. Local Assessor's Office – using the lot number as reflected in the Tax Declaration of parcels of land covered by their respective airports / facilities, to determine the corresponding property title, if any. Once the property title has been confirmed, SPOCs will proceed to local RDs to obtain a Certified True Copy of the property title covering the lot/s that constitute their airport/facility.

Section 10. Real Estate Titling Task Force – In order to expedite the titling and legal documentation of the Authority's real properties, a Real Estate Titling – Task Force (RET-TF) shall hereby be constituted. The Task Force shall be chaired by the Enforcement and Legal Service, co-chaired/vice-chaired by the Corporate Planning Office (through the Asset Management Division) and shall have representatives from the Aerodrome Development and Management Service (ADMS) and CRAD.

The RET-TF shall perform the following functions:

1. Determine which lots controlled by CAAP have no existing documentation;
2. Formulate the strategy to establish and document ownership over CAAP-controlled properties;
3. Coordinate with the appropriate government instrumentalities for the renaming/transfer of ownership for titles bearing the CAAP's predecessors-in-interest (including but not limited to the Bureau of Air Transportation, Civil Aeronautics Administration, Air Transportation Office) as owner;
4. Coordinate with the appropriate government instrumentalities for the administrative/judicial reconstitution of titles;
5. Monitor the status of titling of CAAP properties;
6. Monitor the activities of the Real Estate Titling-Working Group

A Real Estate Titling-Technical Working Group (RET-TWG) shall be constituted in every Area Center to cover airport, air navigation facilities and CAAP-owned/controlled/designated properties in their jurisdiction. Each RET-TWG shall be composed of three (3) personnel designated by the respective Area Manager, to be led by the Area SPOC.

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The RET-TWG shall perform the following functions:

1. Collect and consolidate records of land within the area (area center/airport/facility) of operations;
2. Engage appropriate coordination activities with the Registry of Deeds, Provincial/City/Municipal Assessor's Office, City/Municipal Treasurer's Office, Courts, and other related/government offices for the collection of records affecting CAAP properties;
3. Provide necessary logistical support to undertake preparatory activities including, but not limited to transportation and accommodation.

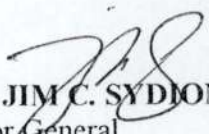
Section 11. Non-Compliance – Non-compliance with the aforementioned policies, rules and regulations shall be subject to disciplinary and/or administrative sanctions.

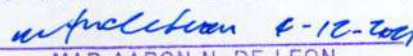
Section 12. Separability Clause – If any section or part of this Memorandum Circular is held unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force or effect.

Section 13. Superseding Clause – All CAAP issuances in conflict herewith are deemed superseded.

Section 14. Effectivity – This Circular shall take effect immediately upon issuance.

For strict compliance and immediate implementation.


CAPT JIM C. SYDIONGCO
Director General

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ANNEX A

PROCESS FLOW FOR RECORDING OF LAND AND/OR LAND IMPROVEMENT ASSETS

Responsible Office	Sequence No.	Activity
Source Agency	1	Transmits three (3) copies of Property Transfer Report (PTR) and original copy of Transfer Certificate of Title (TCT) to the Civil Aviation Authority of the Philippines (CAAP)
Office of the Director General (ODG)	2	Acknowledges receipt of the aforementioned documents and routes the same to the Central Records & Archives Division (CRAD) for appropriate action.
Central Records & Archives Division (CRAD)	3	Signs the PTRs as receiving party on behalf of CAAP and retains one copy for its own records.
CRAD	4	Catalogues the received TCT in CRAD database and stores the original copy in designated storage area
CRAD	5	Issues Certified True Copy (CTC) of the received TCT. The CTC of the TCT and one (1) copy of the signed PTR shall be forwarded to the Accounting Division.
CRAD	6	Prepares memo to Source Agency for the transmittal of the signed PTR. Forwards the transmittal memo and one (1) copy of the signed PTR to ODG.
Office of the Director General	7	Signs the transmittal memo and endorses the same with one (1) copy of the signed PTR to Source Agency
Source Agency	8	Receives signed PTR and issues Journal Entry Voucher (JEV)
Office of the Director General	9	Acknowledges receipt of the JEV issued by the Source Agency and forwards the same to the Accounting Division
Accounting Division (AD)	10	Checks for completeness of documents prior to transmittal to the Accounting office of the concerned Area Center
Area Center - Accounting	11	Receives one (1) copy of the signed PTR, CTC of the TCT and the JEV from the Source Agency. Records the transferred asset in books of accounts and issues JEV. Furnishes Accounting Division and Asset Management Division with copy of the JEV.
AD	12	Receives JEV issued by Area Center and prepares transmittal letter to Source Agency for signature of the Director General.
ODG	13	Signs and endorses transmittal letter and JEV from Area Center to the Source Agency.

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