



MEMORANDUM CIRCULAR No. 19-2021

TO : PRIVATE SECURITY AGENCY PROVIDING SECURITY SERVICES TO CAAP AIRPORTS AND FACILITIES

SUBJECT : GUIDELINES ON THE PRE-DEPLOYMENT PROCESS OF SECURITY AGENCY UNDER THE NEW SECURITY SERVICE CONTRACT

DATE : MARCH 5, 2021

Pursuant to Section 75 of R.A. 9497, The Civil Aviation Law of 2008, National Civil Aviation Security Program (NCASP), ICAO Annex 17 – Security: Safeguarding International Civil Aviation Against Acts of Unlawful Interference, Terms of References (TOR), Bidding Documents and Contract Service Agreement for Provision of Security Services for CAAP Airports and Facilities, the following guidelines and procedures shall be implemented in the processing and accreditation of private security guards prior to deployment.

I. RATIONALE

The Civil Aviation Authority of the Philippines (CAAP) mandated under the above-mentioned references and exercising Police Authority under Section 75 of R.A. 9497, regulates and supervises private security agencies operating in its airports and facilities. In order to sustain effective and efficient control and supervision, and for the purpose of maintaining law and order, Private Security Agencies (PSA) and its employed guards must meet the requirements and standards set forth by this Memorandum Circular.

The National Civil Aviation Security Program (NCASP), under its Section 5 of Chapter 6 – Protection of Airports, Aircraft and Air Navigational Facilities, states that, Prior deployment, a background check shall be conducted on Persons involved in the implementation of security controls. Chapter 6.G.11 also states that, applicants of jobs implementing security controls shall undergo background check and undergo supplementary check to confirm that they are not associated with a terrorist organization.

Under the TORs, Bidding Documents and Contract Service Agreement for Provision of Security Services for CAAP Airports and Facilities, security guards deployed in airports and facilities must undergo due diligence of their credentials and Aviation Security Training as qualification to their deployment.

For this to be achieved, a Pre-Deployment Process for security providers under the new security services contract was developed to ensure a uniform and standard procedure in evaluating compliance and commitment of the PSA in providing competent, qualified and efficient security services prior to evaluation of the CAAP Technical Inspection and Assistance Committee (TIAC) for security services.

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honorable discharge papers, or have undergone any of equivalent military officer's training such as Security Officer Course with corresponding certificate and diploma. Must have never been charged of any major crime and convicted of any crime;

- Minimum height must be at least 5'6" and above;
- Good knowledge in computer operation and preparation of report;
- Good communication skills in English, oral and written;
- Must have undergone the following training: Intelligence/Security/Investigation Seminar, Leadership Seminar, Basic Safety/Fire Prevention, First Aid Course, Self Defense and other security enhancement training.
- Must undergo Aviation Security (AVSEC) training prior to guard deployment.
- Must possess a valid security officer license.

➤ Security Guard

- Filipino Citizen, with good moral character;
- Physically and mentally fit;
- Preferably have attended at least two (2) years in college;
- Preferable height for MALE SGs 5'6". For FEMALE SGs 5'4";
- Good knowledge in computer operation and preparation of report;
- Good communication skills in English, oral and written;
- Must have at least two (2) years' experience as Security Guard;
- Must undergo Aviation Security (AVSEC) training within the duration of the contract;
- Must possess a valid security guard license;

II. Interview

The purpose and intent of a personal interview is to validate a candidate guard's qualification and fitness to aviation security tasks and responsibilities based on the Terms of Reference of the Service Contract Agreement. Further, Chapter 3.4.1 of the Annex 17 – Security, states that, *"Each Contracting State shall ensure that the persons implementing security controls are subject to background checks and selection procedures"*. In addition, Chapter 2.1.2.7 of the Office for Transportation (OTS) National Civil Aviation Security Training Program (NCASTP), states that, *"All security staff will undergo background checks as deemed necessary, particularly those involved in aviation screening operations"*. Background check and interview shall include inquiry for a candidate guard for any involvement with groups suspected of terrorist activities or sympathies, as well as verification of applicant's identities and previous experience, including criminal history. In particular the CSIS interviewer seeks the candidate guard's professional outlook, maturity, integrity, trustworthiness and capacity to work with minimum supervision, and other personal circumstances or behavior that could warrant his disqualification or unsuitability to perform as guard.

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Submission of 201 Personnel File (updated one month prior to the date of submission), indicating Personal Information, Education, Training and Work Employment History.

For nominated supervisory position of Detachment Commander; Head Guard; and Shift-In Charge; candidates must include corresponding description of expertise and work experience as supervisor, and further, good knowledge in computer operation, and must possess good communication skills in English both oral and written.

B. Background Check

A background check shall be conducted to personnel performing aviation security functions these to include contracted security guards to determine their eligibility, qualification and fitness to work. The process includes validating the candidate's real identity and previous experiences, including where legally permissible, any criminal history as part of the assessment of the individual's suitability to implement security functions. It shall be performed as part of the pre-qualification process.

Activities shall include the following:

I. Document Review

To properly assess, analyze, and examine the submitted documents and determine its authenticity. This ensures that the qualifications are met by the prospective candidates;

➤ Detachment Commander

- Filipino Citizen, with good moral character;
- Physically and mentally fit;
- College Graduate of any Bachelor's Degree,
- Preferably, but not necessarily, a former non-commissioned officer of the AFP or of the PNP with corresponding retirement papers or honorable discharge papers, or have undergone any of equivalent military officer's training such as Security Officer Course with corresponding certificate and diploma. Must have never been charged of any major crime and convicted of any crime;
- Minimum height must be at least 5'6" and above;
- Good knowledge in computer operation and preparation of report;
- Good communication skills in English, oral and written;
- Must have undergone the following training: Intelligence/Security/Investigation Seminar, Leadership Seminar, Basic Safety/Fire Prevention, First Aid Course, Self Defense and other security enhancement training.
- Must undergo Aviation Security (AVSEC) training and deployment.
- Must possess a valid security officer license.

➤ Head Guard/ Shift-in-Charge (SIC)

- Filipino Citizen, with good moral character;
- Physically and mentally fit;
- College Graduate of any Bachelor's Degree;
- Preferably, but not necessarily, a former non-commissioned officer of the AFP or of the PNP with corresponding retirement papers or

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II. SCOPE

This Memorandum Circular encompasses Private Security Agency (PSA) providing security services to CAAP Airports and Facilities for effective control, supervision and oversight.

III. PROCEDURES

The CAAP shall notify the successful bidder in writing that its bid has been accepted, through a Notice of Award (NOA) duly received by the bidder or its representative personally or sent via registered mail or electronically, the receipt of which must be confirmed in writing within two (2) days by the winning bidder; received and submitted personally or sent via registered mail or electronically to the Civil Aviation Authority of the Philippines (CAAP).

After the notification, CAAP then sends the service contract agreement to the winning bidder, containing, among others, the provisions of the TOR. Within ten (10) calendar days from the receipt of the NOA the successful bidder shall post the required performance security, sign and date the contract and return it to CAAP. The CAAP shall enter into the contract within the same ten (10) calendar day period provided that all documentary requirements are complied with.

The duration between the signing of security services contract and Notice to Proceed (NTP) shall be the period of the pre-qualification process and the conduct of Basic Aviation Security (AVSEC) training. The pre-qualification process includes the following:

1. Submission of list of names of candidate security guards intended to be assigned at CAAP pursuant to the security agreement and pertinent documents, such as; 201 Personnel Files (updated one month prior the designated pre-qualification date), NBI Clearance, National Police Clearance, PNP SOSIA Guard License, Neuro Psychiatric Test Result, Drug Test Result and Certificates of Gun Safety and Responsible Gun Handling and Marksmanship by PNP accredited Security Training Centers.
2. Background Check of security guards (records check).
3. Personal interview of candidate guards by designated CSIS Personnel.
4. Endorsement of list of security guard's names deemed qualified to undergo Basic Aviation Security Training.
5. Upon completion of documentary requirements, PSA to coordinate with CSIS for scheduling of Basic AVSEC Training (Phase I – Theoretical)

IV. PROCESS

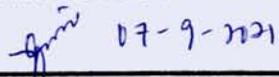
A comprehensive recruitment, selection, training and certification process of security personnel is critical to the establishment of a successful, adequate and effective guard security system. The guard pre-qualification process and training shall be prescribed within the period between the Signing of Contract and issuance of a Notice to Proceed.

In selecting competent security guards, the process must include;

1. Pre-qualification Phase

A. Submission of Required Guard Documents

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III. Assessment/Evaluation

The assessment or evaluation process determines if the set forth criteria for pre-qualification of candidate guards are met and is suitable for aviation security training. A list of pre-qualified guards for training is developed and prepared for endorsement.

2. Aviation Security Training

The pre-qualified Security Officers and Guards shall undergo Basic Aviation Security Training (Phase I – Theoretical) prior deployment to airports and facilities. The aviation security training shall either be conducted by CATC and/or CSIS. The PSA shall directly coordinate with CSIS for the scheduling of training, venue and other incidentals related to the activity.

V. RESCISION

Policies, guidelines and procedures in conflict with the provisions of this Memorandum Circular are hereby rescinded.

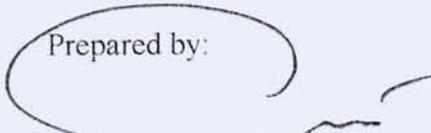
VI. AMMENDMENT

This Memorandum Circular may be amended or modified only by a written instrument signed by the Director General and by a duly authorized representative of CAAP-CSIS.

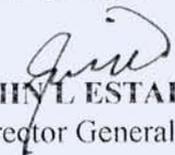
VII. EFFECTIVITY

This Memorandum Circular shall be effective JUN 08 2021.

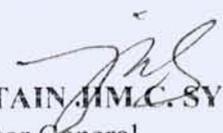
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