



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 005-2023

**TO : ALL CAAP-OPERATED AIRPORTS
ALL AOC HOLDERS**

**SUBJECT : MANDATORY PROCESSING OF ALL DOCUMENTARY
AND SECURITY REQUIREMENTS OF PASSENGERS AT
CAAP-OPERATED AIRPORTS**

DATE : 20 FEBRUARY 2023

It has come to the attention of this Authority that some arriving and departing passengers to and from CAAP-operated airports do not comply with the required protocols for arrival or departure.

For safety and security, effective immediately, all Area Center Managers/Airport Managers are hereby directed to carry out the processing of all documentary and security requirements of arriving or departing passengers for all flights except military flights at CAAP-operated airports.

Airport Managers shall submit a monthly monitoring report of passengers who arrived and departed at their airports to their designated Area Center Managers.

Any flight crew or aircraft operator in violation of this Memorandum shall be punishable under Sec. 82 of Republic Act No. 9497.

All Orders or Memoranda in conflict herewith are hereby rescinded.

For strict compliance,

A handwritten signature in blue ink, appearing to read 'Manuel Antonio L. Tamayo', is written over a horizontal line. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

CAPTAIN MANUEL ANTONIO L. TAMAYO
Director General