



29 February 2016

**MEMORANDUM CIRCULAR** No. 14-16, Series of 2016

**TO :** ALL CONCERNED

**FROM :** THE DIRECTOR GENERAL  
Civil Aviation Authority of the Philippines

**SUBJECT :** LICENSING GUIDELINE AND PROCEDURE

This has reference to the observations made by this Authority regarding licensing requirements whereby all sectors in the industry are enjoined to support. The following safety rules and guidelines were established to safeguard and secure documents while on file or in custody of the individual or company records file at the Records Office of CAAP.

Henceforth, this Authority requires License Applicants to accomplish CAAP Application Forms using Blue Ink Pen or Ball Pen only.

Pilot Examiners should follow the color distribution instructions on the CAAP Pilot Proficiency Flight Test Report or Grade Slip, as specified at the lower portion of this form:

Copy 1 (*White*) - Individual/Ratee  
Copy 2 (*Pink*) - - ASD/Rater

Copy 3 (*Blue*) - - ATO/Company  
Copy 4 (*Green*) - Ratee's 201 File  
at RSD, CAAP

For all other official handwritten transactions for and within CAAP, the Authority encourages the use of blue ink.

This Circular shall take effect immediately.

For strict implementation and widest dissemination.

**LT GEN WILLIAM K HOTCHKISS III AFP (Ret)**  
Director General

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

*ESPogkalig 03/24/16*  
EMERSON S. PAGKALIWANAN  
OIC, Central Records and  
Archives Division

*"The Future is in the Skies"*