



Republic of the Philippines  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

MEMORANDUM CIRCULAR NO. 022-2022

**TO : ALL CONCERNED**

**SUBJECT : THREE (3) WORKING DAYS LEAD TIME ON FILING OF APPLICATION FOR OPERATIONAL PERMITS**

**DATE : 08 AUGUST 2022**

In view of the increasing volume of applications for operational permits and to avoid delay in its processing, effective immediately, the Civil Aviation Authority of the Philippines (CAAP) will be implementing a three (3) working days lead time on the submission of applications for operational permits.

Applications for operational permits shall be submitted to the Flight Operations Department of the Flight Standards Inspectorate Service not less than (3) three working days before the date of flight operations for private/non-commercial, commercial, unscheduled overflights, landings, departures, domestic operations, and other special operations of foreign aircraft and/or carriers. Weekends and holidays are not included in the (3) working days lead time.

The CAAP Operations Center of the Authority may accept and process applications for overfly and entry-exit flight operational permits limited to the following purposes during weekends and holidays:

1. Medical Evacuation (Medevac) / Air Ambulance
2. Rescue Flights (for disabled aircraft)
3. Typhoon Avoidance
4. Humanitarian
5. Amendment of previous permit

All Orders/Memoranda in conflict herewith are hereby rescinded.

For information and strict compliance.

  
**CAPTAIN MANUEL ANTONIO L. TAMAYO**  
*Acting Director General*

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

 8-16-2022  
MADONNA L. OROCIO  
Records Officer II  
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