



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

07 NOV 2022

MEMORANDUM CIRCULAR No.: 036-2022

TO : ALL CONCERNED CAAP EMPLOYEES/PERSONNEL AND VISITORS

SUBJECT : GUIDELINES ON THE ACCESS CONTROL OF PEOPLE

I. REFERENCE:

- a. Approved Standard Operating Procedure No. 01-2021 re: Access Control of People.


II. PURPOSE:

- a. To establish a clear understanding of security guidelines and procedures in regulating entry and exit of employees, visitors, clients/stakeholders and other person.
- b. To control the movement of employees, visitors and clients/stakeholders.

III. COVERAGE:

- a. CAAP Main Office
- b. Manila Control Tower
- c. CAAP Radar 1 & 2
- d. Manila Transmitter
- e. Civil Aviation Training Center
- f. Tagaytay Radar
- g. CAAP Hangar
- h. Power Plant

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Records Officer II
Central Records and Archives Division

IV. POLICIES:

- a. This Memorandum shall apply during *normal security condition*.
- b. All CAAP Employees/personnel, visitors and clients/stakeholders shall adhere to the provisions of this Memorandum Circular.
- c. The security chain of authority shall be followed in the implementation of this Memorandum Circular.
- d. For the effective implementation of this Memorandum Circular, the following provisions shall be strictly observed:
 1. "No ID, No Entry" policy shall be observed at all times, and only those ID/Access Permit/Pass issued by the CAAP Security and Intelligence Service (CSIS) in coordination with HRMD shall be honored.
 2. CSIS personnel/Guard-on-Duty will determine what type of access pass will be issued to visitors, client or stakeholders upon asking their official business or intended purpose of entry.

3. For On-the-Job Trainees, Contractors, Contracted Private Security Agency (PSA) Guards and Airlines/Flying Schools official liaison officers, the Pass Control Section, CSIS will determine their access pass restriction.
4. Visitors, Client or Stakeholders shall surrender a **VALID** identification Card (i.e., National ID, Driver's License, GSIS/SSS UMID Card, Postal ID, Passport, PAG IBIG, Phil Health) issued by any government entity that will determine his/her true identity shall be accepted by the Guard-on-Duty in exchange for Visitors/Client Access Pass prior granting entry at CAAP Complex.
5. Visitors, Client or Stakeholder are only allowed on buildings indicated in their issued access pass.
6. Restrictions for employees and other stakeholders will be determine by the CAAP Pass Control Section.
7. CAAP/CSIS issued Security Permits are the following:

7.1 Identification Card Validity

7.1.1 Annual	7.1.3 Quarterly
7.1.2 Semi-Annual	7.1.4 Monthly

7.2 Type of Access Card


7.2.1 On-Duty	7.2.2 Official Business
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7.3 Access Pass

7.3.1 Daily On-Duty	7.3.8 AFC Building
7.3.2 VIP/OB	7.3.9 Annex Building
7.3.3 Visitor	7.3.10 FSIS Building
7.3.4 CAAP Special Event	7.3.11 Tech Cen Building
7.3.5 ATMC	7.3.12 CSIS Building
7.3.6 ATS Building	7.3.13 JICA Building
7.3.7 Main Building	

8. Security Permits shall employ security color coding using specific color to distinguish the following a.) Top Management, b.) Head of Services/Office, c.) Personnel assigned at Security Restricted Areas (SRA), d.) CAAP Employees, e.) VIP's, f.) CAAP Identified Liaison Officers, g.) On the Job Trainee, h.) Contractor, i.) CAAP Accredited Liaison Officer and j.) Visitors / clients/ stakeholders.

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Access levels and areas shall likewise be color-coded as follows:

Color Code	Personnel	Restriction
Level 1 (Brown)	Visitors/Client/Stakeholders	To be Determined
Level 2 (Orange)	Contractor/OJT/CAAP/ Contracted PSA Guard Accredited Liaison Officer	1. Project Site 2. Office Assignment 3. OFSAM, FSIS, Accounting, Collection, Bookkeeping, AEB, ATS
Level 3 (Yellow)	CAAP Employee	CAAP Offices (Except SRA)
Level 4 (Blue)	CAAP Offices Identified Liaison Officer	ALL CAAP Offices except SRA
Level 5 (Turquoise)	VIP	To be Determined
Level 6 (Purple)	Head of Service/Office	All CAAP Offices (Except Identified SRA)
Level 7 (Red)	Personnel Assigned at Identified SRA	SRA (ATMC, AFC, Radar, 1&2, Tower, Tagaytay Radar, Hangar, Transmitter, Power Plant)
Level 8 (Green)	DG, DDGA, DDGO, COS, HEA, CFO, CSIS, ODG	All Areas

4. Persons issued with the CAAP access permit must comply with the access limitations specified and the conditions imposed therein.
5. On-Duty ID Cards shall not be used by unauthorized persons not connected/employed by the CAAP. It shall only be used by the duly authorized and designated staff employee in the conduct of official duties at the CAAP Complex.
6. All colors/all areas ID holders shall not be automatically allowed entry to restricted areas during occasions and conditions that require maximum security unless the Director General gives a special access permit.
7. No personnel shall be allowed entry at the access control points within the CAAP Complex unless in possession of CAAP ID/Access pass conspicuously displayed above the waistline.
8. CSIS and/or contracted security personnel shall ensure that personnel/visitor in possession of issued access pass has valid ID for proper identification.

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9. VIP/OB Pass shall only be issued to official guest of the DOTr Secretary and CAAP Top Management.
10. Official guest of the DOTr Secretary and CAAP Top Management who wishes to access SRA's shall exchange their issued OB Pass for SRA Pass in coordination with the Pass Control Section.
11. Designated CSIS and/or contracted security personnel shall conduct inspection at CAAP Complex to ensure that issued CAAP ID/Access Pass are conspicuously displayed at all times above the waist and/or at the right or left breast pocket of all personnel/visitors within the restriction areas of the CAAP Complex.
12. All CAAP personnel are enjoined to challenge individuals at the Security Restricted Areas (SRA's), especially those person not conspicuously displaying their CAAP issued Access Pass. Immediately report the matter to the nearest CSIS/contracted security personnel to apprehend the subject and be brought to CSIS, IID for proper investigation and for imposition of sanctions.
13. No CAAP employee, personnel, stakeholder, client and visitors shall be allowed entry even with ID/Access Pass, until challenged and required to observe proper display of cards and passes.
14. All CSIS and contracted guard personnel on duty shall record and report any untoward incidents or violations in their area of responsibility in connection to this Memorandum.
15. Only the following are authorized to confiscate the CAAP issued security access pass:

15.1 Director General	15.3 DDG for Operations
15.2 DDG for Administration	15.4 ADG II, CSIS

16. A Stop List containing the names of persons with recalled or invalidated or unreturned, lost or stolen access pass shall be updated published and circularized every 10th day of the month and whenever necessary for the information and reference of CSIS and PSA personnel particularly guarding the access control points. The entry into SRA of persons included in the Stop List shall be denied entry, unless cleared through the presentation of a pertinent document/clearance. Copy shall be furnished to CSIS, SD and Pass Control Section.
17. The Stop List for personnel shall be issued by the Pass Control Section, The Pass Control Section shall provide the Security Division the updated Stop List for reference and distribution/posting at designated access control points.

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18. The infraction listed below shall merit imposition of administrative and disciplinary actions for CAAP personnel, and possible criminal actions for non-CAAP personnel with an accessory penalty of entry ban to the CAAP Complex and nearby facilities.
- a. Use of ID/Access pass other than its intended purposes.
 - b. Late/Non-return of visitor access permits within 48 hours.
 - c. Late/Non-return of on-duty access permits within 24 hours after issuance.
 - d. Loss of daily-on-duty access permits.
 - e. Tampering/unauthorized duplication of ID Access permits-outright confiscation of ID/Access pass and termination of privilege.
 - f. Non-Return of VIP/OB Access pass.
 - g. Unauthorized usage of VIP Access pass.
 - h. Non-wearing of uniform – (Contractor, PSA Guard and OJT)
 - i. Non-compliance with the CAAP Dress Code- which is attached herein for reference.
 - j. Unauthorized entry to the Restricted Areas of the CAAP Complex and Facilities- immediately turnover of individual involved to CSIS IID for investigation and disposition.
19. **Background Investigation** – All personnel implementing security controls shall undergo background checks in accordance with the requirements set forth by the National Civil Aviation Security Program (NCASP).

Note: No issuance of access pass to the Security Restricted Areas (SRA) for persons with criminal records or conviction.

20. The CSIS-IID shall conduct a background Check of all CAAP personnel and a five (5) year background records check of personnel of all persons implementing security controls prior to granting of access to security restricted areas of the CAAP Complex and its nearby facilities.
21. Background Checks, covering a five (5) year period of employment and criminal records of security personnel (government and private) implementing security controls at the CAAP Complex and its nearby facilities shall be reviewed every five (5) years to qualify for the issuance of security clearance approved by the ADG II, CSIS or its duly authorized representative. The requirements for background checks are the following:

21.1 NBI Record	21.6 Court Clearance
21.2 Birth Record	21.7 Foreign Connection
21.3 Educational record	21.8 Travel Record
21.4 Employment Record	21.9 Neighborhood Check
21.5 PNP Clearance	

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22. Background Checks, covering a five (5) year period of employment which is conducted on a community-based (government and private) are applicable to personnel who are not performing security control functions. The requirements for background checks are the following:

22.1 Birth Certificate	22.4 Barangay Records
22.2 Police Record	22.5 Educational Records
22.3 Court Record	22.6 Neighborhood check

23. The following are grounds for non-issuance of CAAP ID/Access pass
- 23.1 Conviction of a crime involving moral turpitude.
 - 23.2 Failure to surrender previous ID/Access Pass prior issuance of new ID/Access Pass.
 - 23.3 Records of previous sanctions relative to violations of CAAP security rules and regulations.
 - 23.4 CAAP personnel, On the Job Trainees, Contractors, Airlines/Flying School official liaison officer shall attend the CAAP Security Awareness or its equivalent as one of the requirements for the issuance of Access Pass.
 - 23.5 Refusal to surrender a valid ID prior issuance to Access Pass.

V. RECISSION:

Any policy or procedure in conflict with this memorandum is hereby rescinded.

VI. EFFECTIVITY:

This Memorandum shall take effect ten (10) days after posting at the CAAP official website.

For guidance and strict compliance


CAPTAIN MANUEL ANTONIO L. TAMAYO
 Acting Director General

Handwritten initials

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MEMORANDUM

TO : ALL VISITORS, CLIENT AND/OR STAKEHOLDERS

SUBJECT : DRESS CODE

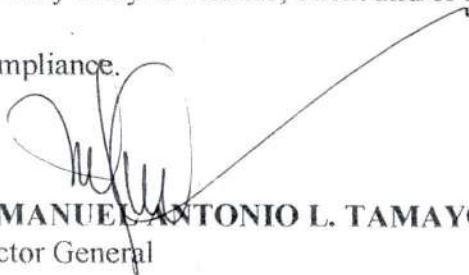
The Civil Aviation Authority of the Philippines (CAAP) will strictly implement dress code guidelines for its visitors, client and/or stakeholders to standardized attires which is appropriate or acceptable to wear while inside the CAAP premises.

Visitors, client and/or stakeholders are directed to wear the following attire while doing business with this Authority.

	APPROPRIATE/ACCEPTABLE ATTIRE	INAPPROPRIATE/ UNACCEPTABLE ATTIRE
VISITORS/CLIENT/ STAKEHOLDERS	CASUAL, SMART CASUAL, BUSINESS, BUSINESS CASUAL	Tattered Pants, Gauzy Clothing, Shorts, Flip Flops/Slippers, Short Skirt or dress, backless tops, sleeveless shirt, Yoga Pants, leggings and other revealing clothing.

Non-compliance or refusal to the CAAP appropriate/acceptable dress code will compel this Authority to deny entry of visitors, client and/or stakeholders.

For strict compliance.


CAPTAIN MANUEL ANTONIO L. TAMAYO
 Acting Director General

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