



Republic of the Philippines  
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

**MEMORANDUM**

**TO :** CAAP MAIN OFFICE

**SUBJECT :** CAAP OPERATIONAL CAPACITY AND GUIDELINES DURING THE IMPLEMENTATION OF ALERT LEVEL III

**DATE :** 3 JANUARY 2022

In the interest of service and pursuant to Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID Guidelines on the Implementation of Alert Level 3 System in the National Capital Region from January 3 to 15, 2022 issued on 31 December 2021), this Authority hereby adopts the same guidelines set forth in its previous Memorandum dated 13 September 2021 with modifications, to wit:

1. As a precautionary measure to deter the further spread of the virus, strict observance of minimum health protocols on all employees is mandatory.
2. The workforce complement guidelines are hereby reiterated:
  - 2.1 This Authority will implement a **workforce personnel complement minimum of 60%** onsite capacity while observing alternative work arrangements except for Air Traffic Service (ATS), Air Navigation Service (ANS), and Office of the Flight Surgeon and Aviation Medicine (OFSAM), personnel which will be determined by the Chief of their respective offices or Area Heads based on their current workload without hampering or impairing the operational requirements.
  - 2.2 In the interest of security, the CSIS shall report in accordance with the normal work schedule. There shall be no reduction in the existing workforce for such units.
  - 2.3 Implementing a **workforce personnel complement of 40%** prioritizing vulnerable workers:
    - a. Employees 60 years old and above, as well as those with immunodeficiency, comorbidity, or other health risk, and pregnant women shall be under work-from-home arrangement, except when their services are indispensable under the circumstances or when office work is permitted.
    - b. An additional requirement is the submission of a medical certificate and other relevant medical records for employees with immunodeficiency, comorbidity, or other health risk / conditions requesting for a different work schedule or arrangement.
  - 2.4 Personnel under WFH arrangement shall make themselves available during business hours from 8:00 AM to 5:00 PM and ensure communication lines, such as text, phone, Viber, Messenger, and other messaging platforms are open.

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MARY JOY C. NAIPA  
Records Officer I  
Central Records and Archives Division

- 2.5 Service/Department/Division Chiefs shall ensure that their respective staff under WFH arrangement are properly assigned with the specific workload and closely monitor performance and accomplishment to avoid delay in the processing of necessary documents. An individual report will be submitted at the end of the week, for consolidation and future reference.
- 2.6 Respective Chief of offices shall conduct a daily online meeting through Zoom or other video conferencing platforms in order to check the whereabouts and work progress of the personnel under WFH arrangements.
- 2.7 Personnel under WFH arrangements may be called/required for work at any time when deemed necessary.
- 2.8 The approved work schedule of each office should be submitted to HRMD a week before the end of the month. It should be strictly implemented to ensure that no office will exceed the maximum workforce personnel complement as advised.
3. The schedule of shuttle service for the employees and personnel should allow the aforementioned to render office duty from 8:00AM to 5:00PM.
4. The assigned drivers to shuttle service should at all times have the attendance sheet filled up by all passengers, back and forth. Likewise, all passengers must undergo temperature check prior to entering the shuttle service.
5. All employees and personnel shall scan the Traze App upon entrance to CAAP Central Office for contact tracing. In case of unavailability/unserviceability of the Traze App, a health declaration form should be properly filled up. The CSIS is hereby instructed to strictly implement the use of Traze App and health declaration as applicable.
6. The use of biometrics will be recommended to monitor the time in and time out of the employees and personnel. A hand sanitizer/alcohol will be placed next to biometrics unit but everyone is encouraged to bring their own as well and ensure to sanitize before and after using the biometrics. Social distancing should be maintained at all times.
7. The approved work schedule should be attached to the DTR of each employee and personnel for verification purposes.
8. Movement of CAAP employees and personnel within and across areas placed under any form of community quarantine shall be permitted on the following circumstances:
  - 8.1 Crossing zones for work and going back home
  - 8.2 Performing activities stated in the issued Travel Order such as but not limited to, airport or security inspections.
  - 8.3 Perform other official and/or work-related activities as authorized by competent authority.

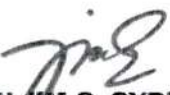


- 8.4 All unvaccinated employees shall not be allowed to report physically, except those performing essential activities as stated in MMDA Resolution No. 22-01 S. 2022.
9. Meetings will be a combination of online and limited face to face schemes to give protection to both officials and employees from the COVID-19.
- 9.1 Participants for online scheme are encouraged to use laptop, tablet, smartphone with functional camera and microphone or desktop if microphone and camera are functionally available with it. Be also reminded to check the stability of internet connection in the place before the meeting in order to have contingent alternatives should the connection becomes unstable.
- 9.2 Participants of the "Face to Face" Scheme shall follow the minimum health standards required for COVID infection prevention by physical distancing and wearing of face mask. All participants who exhibit symptoms or exposure to probable cases should NOT attend the meeting / conference.
10. Online Transactions:
- 10.1 Since Authorized Persons Outside their Residence (APOR) shall be allowed to travel in and out of NCR, CAAP frontline offices, with reduced personnel capacity shall continue their services and all relevant transactions shall be conducted online.
11. For visitors / stakeholders entering CAAP premises:
- 11.1 All visitors entering CAAP premises are required to present their vaccination cards (must be fully vaccinated) and a negative rapid antigen test result (72 hours validity) as requisite for entry.
- 11.2 Access will be denied to any visitors with COVID-19 symptoms and could be referred for further medical inspection.

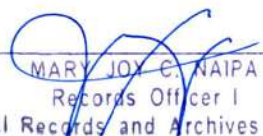
This Memorandum shall take effect on January 3 to 15, 2022 and is applicable to all personnel of CAAP under Alert Level 3, unless sooner terminated or extended by competent Authority.

All Orders/Memorandum issued by this Authority which are inconsistent with this Memorandum are hereby modified and revised accordingly.

For strict compliance.

  
**CAPTAIN JIM C. SYDIONGCO**  
Director General

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