



MEMORANDUM

TO : ALL CONCERNED CAAP PERSONNEL, VISITORS
CLIENTS AND/OR STAKEHOLDERS

FROM : ASSISTANT DIRECTOR GENERAL II, CSIS

SUBJECT : SUBMISSION OF ACCESS PASS APPLICATION

DATE : NOVEMBER 22, 2022

Reference: Approved *Memorandum Circular (MC) No. 036-2022* dated *November 7, 2022*
re: *Guidelines on the Access Control of People.*

Anent above reference pertains to the approved guidelines on the Access Control of People which aims to establish clear understanding of security guidelines and procedures in regulating entry and exit as well as to control the movement of employees, visitors, clients/stakeholders and other person with official business with this Authority.

Relative thereto, the CAAP Security and Intelligence Service (CSIS) officially informed concerned personnel of this Authority that this office is now open to accept applications for Access Pass (*please see attached application form*) together with the necessary requirements stipulated in the aforementioned Memorandum Circular (MC), in preparation for its full implementation.

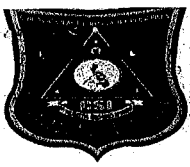
If you have any questions or inquiries you may contact Mr. Marmil M. Bongas thru 7944-2109 to10 or his email bongasmarmil@gmail.com.

For your information and strict compliance.

MGEN RICARDO C. BANAYAT, AFP (RET)

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

11-24-2022
MADONNA L. OROCIO
Records Officer II
Central Records and Archives Division



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
CAAP SECURITY AND INTELLIGENCE SERVICE

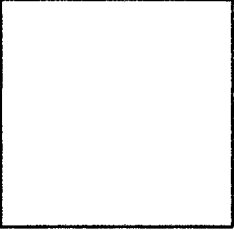
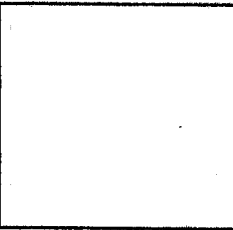


CONTROL No.: _____
 DATE : _____

Picture
 2x2

APPLICATION FOR ACCESS PASS
 (PLEASE FILL-UP THIS FORM CLEAR AND COMPLETE)

NAME :			ALIAS:	SEX:
(LAST NAME)	(FIRST NAME)	(MIDDLE NAME)		
BIRTHDATE:		BIRTH PLACE :		
PERMANENT ADDRESS:				
TEMPORARY ADDRESS:				
SCHOOL/COLLEGE/UNIV. LAST ATTENDED:				
MARITAL STATUS:				
COMPANY:		DESIGNATION:		YRS. IN SERVICE:
IN CASE OF EMERGENCY, PLS. NOTIFY:				CONTACT No.:
HEIGHT:	WEIGHT:	OFFICE ASSIGNMENT:		
RESIDENCE CERT. No.:		PURPOSE :		
ISSUED ON:		APPLIED DURATION:		
ISSUED AT:		TYPE OF ACCESS PASS:		
TIN:		APPROVED VALIDITY:		
SCHEDULE OF SECURITY AWARENESS SEMINAR:				

(SIGNATURE OVER PRINTED NAME OF APPLICANT)				
THUMB PRINT:		REQUIRED DOCUMENTS:		
		OJT - NBI/Police Clearance, Certificate of Registration, Waiver, School Endorsement, Office Endorsement, Photocopy of School ID, 2x2 ID picture Contractor - NBI/Police Clearance, Endorsement from Office Concerned, Company Endorsement, Brgy Clearance, Photocopy of Company 2x2 ID picture Liaison Officer (Airline/Flying School) - Company Endorsement, NBI/Police Clearance, Brgy Clearance, Endorsement from FSIS, Photocopy of Company ID Employee - NBI/Police Clearance, Photocopy of Company ID, Brgy Clearance, Employment Record, 2x2 ID picture. PSA Guard - NBI/Police Clearance, Company Endorsement, Brgy Clearance, 2x2 ID Picture, TOR, Employment Record,		
LEFT		RIGHT		
IDENTIFIED BODY MARKING/S:				

DOCUMENT PROCESSOR:			VERIFIED CORRECT: (IID REPRESENTATIVE)	
_____			_____	
(SIGNATURE OVER PRINTED NAME)			(SIGNATURE OVER PRINTED NAME)	
APPROVED/DISAPPROVED				
M/GEN RICARDO C. BANAYAT, AFP (RET) ASSISTANT DIRECTOR GENERAL II, CSIS				