



Republic of the Philippines  
Department of Transportation and Communication

## **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

1300 MIA Road, Pasay City, Metro Manila

MEMORANDUM CIRCULAR NO. 02-12 , Series of 2012

**TO :** CAAP CONCERNED OFFICIALS AND ALL PHILIPPINE AVIATION/OPERATORS

**FROM :** THE DIRECTOR GENERAL  
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

**SUBJECT :** DELEGATION OF SIGNING AUTHORITY FOR CAAP RE-VALIDATION AND RE-CERTIFICATION PROCESS AND RELATED COMMUNICATIONS AND DOCUMENTATIONS, EXCEPT ISSUANCE AND SIGNING OF AIR OPERATORS CERTIFICATES (AOC's)

**References:**

1. CAAP Board of Director's Resolution No. 031-2011, dated 23 September 2011.
2. Memorandum Circular No. 01-12, signed and approved on 16 January 2012.

**DIRECTIVE/GUIDELINES:**

To expedite the process of re-validation and re-certification process of all air operator certificates (AOC's) in compliance with FAA/ICAO/EASA Audit Findings, the Office of the Assistant Director General II for Flight Standards and Inspectorate Service (FSIS), or representative in case of official travels or business engagement or absence, is hereby authorized to sign for and in behalf of the Director General subject to the following conditions and qualifications:

1. The 'Authority' covers all communications and facilitations guidance directly related and in pursuance of all re-validation and re-certification process of all aviation stake-holders;
2. The exception to these rules is the issuance and signing of air operator certificates (AOC's) document itself;
3. A copy of said communications and or facilitations guidance materials and documents shall be given to the Office of the Director General;
4. The signature on the document shall reflect the following:

" By Authority of the Director General", then,

Capt. Elmer F. Pena  
Assistant Director General II, FSIS

5. In addition, the recipient or 'accountable officer' from the aviation stakeholder shall not be lower than the head of the 'Flight Operation Department/Office'.

Signed and approved this 07<sup>th</sup> of February 2012, CAAP, Pasay City.

  
RAMON S. GUTIERREZ