



Republic of the Philippines  
Department of Transportation and Communications  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**  
*Office of the Director General*

MEMORANDUM CIRCULAR NO.: 03-14

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01-28-214

**AIDA S. ROMULO**  
Chief, Central Records  
and Archives Division

**TO : ALL CONCERNED**

**FROM : THE DIRECTOR GENERAL**

**SUBJECT : INCORPORATION OF SUPPLEMENTAL REGULATIONS  
THRU MEMORANDUM CIRCULARS COVERING THE YEAR  
2011 – 2013 TO THE PHILIPPINE CIVIL AVIATION  
REGULATIONS**

**REFERENCES:**

1. Philippine Civil Aviation Regulations 1.1.2.1 (Regulations Amendment Procedure)
2. Board Resolution No.: 2011-025 dated 11 April 2011
3. Board Resolution No.: 2012-054 dated 28 September 2012
4. Memorandum Circular No. 10-11, Series of 2011 dated 08 August 2011
5. Memorandum Circular No. 05-12, Series of 2012 dated 29 February 2012
6. Memorandum Circular No. 09-12, Series of 2012 dated 10 April 2012
7. Memorandum Circular No. 14-12, Series of 2012 dated 01 March 2012
8. Memorandum Circular No. 23-12, Series of 2012 dated 03 October 2012
9. Memorandum Circular No. 04-13, Series of 2013 dated 22 January 2013
10. Memorandum Circular No. 07-13, Series of 2013 dated 05 February 2013
11. Memorandum Circular No. 18-13, Series of 2013 dated 20 February 2013
12. Memorandum Circular No. 21-13, Series of 2013 dated 22 February 2013
13. Memorandum Circular No. 30-13, Series of 2013 dated 31 May 2013
14. Memorandum Circular No. 31-13, Series of 2013 dated 31 May 2013
15. Memorandum Circular No. 32-13, Series of 2013 dated 04 June 2013
16. Memorandum Circular No. 34-13, Series of 2013 dated 17 June 2013
17. Memorandum Circular No. 41-13, Series of 2013 dated 18 September 2013
18. Memorandum Circular No. 53-13, Series of 2013 dated 28 November 2013

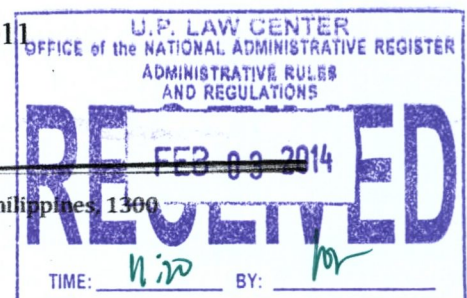
Pursuant to the powers vested in me under Republic Act 9497, otherwise known as the Civil Aviation Authority Act of 2008 and in accordance with the Philippine Civil Aviation Regulations Part 1; 1.1.2.1, I hereby approve the incorporation of the Supplemental Regulations thru Memorandum Circulars covering the year 2011 to 2013 to the Philippine Civil Aviation Regulations (PCARs).

Memorandum Circular No. 10-11, Series of 2011 dated 08 August 2011

**PART 8**

*"The Future is in the Skies"*

Old MIA Road corner Ninoy Aquino Avenue, Pasay City, Metro Manila, Philippines, 1300  
Tel: (+632) 879-9229 / [www.caap.gov.ph](http://www.caap.gov.ph)



**8.6.3 OPERATIONAL INFORMATION**

**8.6.3.1 AIP, AIRAC, and AIC**

- (a) No operator shall dispatch a flight unless information contained in the current Aeronautical Information Publication (AIP), Aeronautical Information Regulation and Control (AIRAC) and Aeronautical Information Circular (AIC) has been prepared and disseminated to flight crews and relevant operations personnel.

**8.6.3.2 CREW BRIEFINGS**

- (a) Operators shall ensure that crew briefings are established in their standard operating procedures.

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Memorandum Circular No. 05-12, Series of 2012 dated 29 February 2012

**PART 11**

*(Note: Repealed subsection 11.1.1.5 (c) of the Philippines Civil Aviation Regulations)*

**11.1.1.5 APPLICATION FOR A CERTIFICATE OF AUTHORIZATION**

- (c) In case the proposed aerial work operation is commercial in nature, the operator shall apply for the certification in accordance with Part 9.

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Memorandum Circular No. 09-12, Series of 2012 dated 10 April 2012

**PART 2**

**2.2.10.4 REINSTATEMENT OF PRIVILEGES OF EXPIRED PILOT LICENSES AND RATINGS**

- (a) No person who holds an expired pilot license or rating shall exercise the privileges of said license or ratings,
- (b) The holder of an expired Philippine issued pilot license and rating shall pass the Civil Aviation Regulations practical examinations and medical test required for renewal or reinstatement of the license.
- (c) Flight crewmembers seeking reinstatement of any license that has expired for more than twenty four (24) months shall complete an aircraft initial ground and flight training program, including instrument rating with additional condition as follows:
  - (1) For holders of a flight crewmember license other than an airline transport pilot license, training on any aircraft type is required;
  - (2) For holders of an airline transport pilot license and flight engineer license, training certification on a multi-engine and/or applicable type of aircraft should be presented.
  - (3) Except as provided, flight crewmember seeking reinstatement of an aircraft rating, other than a rating as part of a license re-issuance shall complete an initial ground and flight training program and pass a knowledge and skill test for that type of aircraft.

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*[Signature]* 01-28-2014

**AIDA S. ROMULO**  
Chief, Central Records  
and Archives Division

TIME: \_\_\_\_\_ BY: \_\_\_\_\_

**PART 2**

**2.3.1.5 LIMITATION OF PRIVILEGES OF PILOTS WHO HAVE ATTAINED THEIR 60<sup>TH</sup> BIRTHDAY**

- (a) No person who holds a pilot license under this Part shall serve as pilot-in-command on a Philippine-registered civil aircraft engaged in international commercial air transport (defined in Part 2.1.2) in a single pilot operation if that person reached 60<sup>th</sup> year of age.
- (b) No person who holds a pilot license issued under this Part shall serve as a pilot-in-command on Philippine-registered civil aircraft engaged in commercial air transport in a multi-crew operation if that person reached 60<sup>th</sup> year of age unless the other pilot is younger than 60 years of age.

**PART 2**

**2.12 GROUND INSTRUCTOR LICENSE**

**2.12.1 GENERAL**

The applicant for an instructor rating or license – airplane or helicopter, shall:

- (a) Hold at least a valid commercial pilot license with instrument rating if instrument instructions is to be given or have completed the necessary (ATO) Approved Training Organization on the subject/courses to be handled or otherwise established his competence to provide such instruction; and
- (b) Hold a specific authorization/license granted by the Authority

**2.12.2 GROUND INSTRUCTORS LICENSE**

- (a) *Age.* The applicant for a ground instructor rating or license shall be not less than 21 years of age.
- (b) *Knowledge:*
  - (1) The applicant for a ground instructor rating or license shall have met the knowledge requirements for the issuance of a CPL as specified in PCAR Part 2.3.3.3 and 2.3.3.8, as applicable;
  - (2) Must be able to read, speak, write and understand the English language;
  - (3) In addition, the applicant for a ground instructor license shall meet the requirements of 2.3.3.11 (b)(2)(ii)(A) – (L) from an authorized instructor; and
  - (4) Has obtained instructional experience for at least twenty (20) hours certified by a currently licensed ground instructor by having presented each subject he/she is to teach, in its entirety, to a minimum of group of student class.
- (c) *Issuance.* For original issuance of ground instructor rating or license, the applicant shall submit the following;



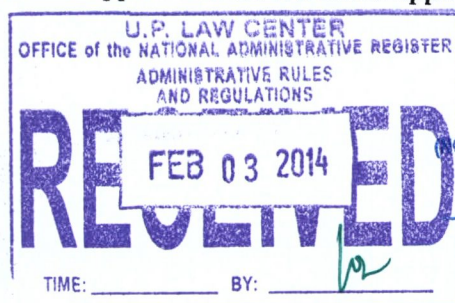
- (1) Certification or proof that he meets the eligibility requirements for a ground instructor;
  - (2) Passed the knowledge test for ground instructor; and
  - (3) Passed a practical examination on each subject he/she is to teach.
- (d) *Medical Fitness.* The applicant for a ground instructor rating or license shall be holder of a current Class 2 Medical Certificate
- (c) *Privileges.* Subject to compliance with the requirements specified in the existing aviation regulations on Ground Instruction, the privileges of the holder of a ground instructor license shall be:
- (1) Except as provided in paragraph (c) of this section, provide a course of instruction in each subject for which he has passed the practical demonstration required.
  - (2) Provide instruction in an approved training program under PCAR Part 8 and Part 9 in which subjects for which he is qualified under that training program; and
  - (3) If rated on a higher horsepower single engine aircraft, provide instruction on all aircraft systems and subjects for aircraft of an equal or lower horsepower rating made by the same manufacturer.
  - (4) These provisions are not applicable to aircraft with a different propulsion system; that is, piston, turbo-propeller or turbojet.
- (f) *Validity.* Subject to compliance with the requirements specified in these Guidelines, the validity period of the license is twenty four (24) months. For renewal of the ground instructor see PCAR Part 2.2.3, and must present the evidence to the authority within thirty (30) days prior to the expiry of his/her license, that he/she has exercised the privileges of said license during its validity.

Memorandum Circular No. 04-13, Series of 2013 dated 22 January 2013

**Part 2**

**2.2.10.5 REINSTATEMENT OF PRIVILEGES OF EXPIRED AMT/AMS  
LICENSES AND RATINGS**

- (a) No person who holds an expired AMT/AMS license or rating shall exercise the privileges of said license or rating;
- (b) Aviation Maintenance Technicians or Specialist who seek reinstatement of their licenses that had already expired shall comply with the following conditions:
  - (1) Within twenty four (24) months from expiration of license, he/she shall pass the Civil Aviation Regulations test given by the Authority.
  - (2) After twenty four (24) months from the expiration of license, he/she shall pass the Civil Aviation Regulations test and must undergo the appropriate recurrent training from an Approved Maintenance Organization (AMO) or any school or facility accredited by the Authority for such purpose.
  - (3) After sixty (60) months from expiration of license, he/she shall comply with the requirements for the application for the initial application for AMT/AMS License.



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Memorandum Circular No. 07-13, Series of 2013 dated 05 February 2013

**PART 8**

**8.1.1.2 DEFINITIONS**

**Flight operations officer/flight dispatcher.** A person designated by the operator to engage in the control and supervision of flight operations, whether licensed or not, suitably qualified in accordance with CAR Part 2, who supports, briefs and/or assists the PIC in the safe conduct of the flight.

**Ground Instructor (GI)** rating allows the holder to give the ground instruction required for a Flight Operation Officer/Flight Dispatcher.

**8.10.1.41 MINIMUM QUALIFICATION FOR A FLIGHT OPERATIONS OFFICER INSTRUCTOR**

(b) Experience Requirement

- (1) The applicant for a ground instructor for flight operations officer/flight dispatcher license shall have gained a total of two and half (2 ½) years, in continuous or aggregate period, as duly licensed flight operation officer/flight dispatcher.

Memorandum Circular No. 18-13, Series of 2013 dated 20 February 2013

**PART 2**

**2.2.6.2 USE OF SYNTHETIC FLIGHT TRAINERS**

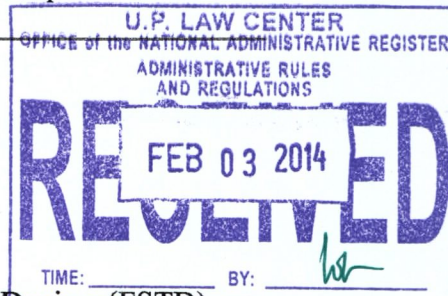
- (a) **For the purpose of training**, the Flight Simulation Training Device (FSTD) or Synthetic Flight Trainer (SFT) shall have the same technology for the basic flight instruments (attitude indicator, airspeed, altimeter, and heading reference) as those of the aircraft used by the license holder.

- (1) Aircraft that have electronic/glass displays or standard manual instruments may be allowed to use SFT that have electronic/glass displays.

- (b) **For the purpose of testing, checking or skill test**, the SFT shall have the same instruments/technology for the basic flight instruments (attitude indicator, airspeed, altimeter and heading reference) as those of the aircraft used by the license holder and shall have a minimum of 120 degrees horizontal and 40 degrees vertical field of view (FOV) for Private Pilot License (PPL) and Commercial Pilot License (CPL) for Instrument Rating (IR) while a minimum of 200 degrees horizontal and 40 degrees vertical field of view (FOV) for Multi-Engine Pilot License (MPL) and Air Transport Pilot (ATPL) to support the Instrument Flight Rules (IFR) of the said licenses.

- (1) A license holder shall be evaluated/checked in an SFT with the features and configuration similar to a particular type of aircraft used by the said license holder.

- (2) A license holder shall be evaluated/checked in an SFT for the purpose of additional rating of Instrument Rating (IR) only.



**PART 2**

**2.2.11 RE-ISSUE OR REINSTATEMENT OF A LICENSE, RATING, AUTHORIZATION OR CERTIFICATE**

**Note 1: Re-issue of a License, rating, Authorization or certificate.** The administrative action taken after a license, rating, Authorization or certificate has lapsed that reissues the privileges of the license, rating, Authorization or certificate for a further specified period consequent upon the fulfillment of specified requirement (PCAR 2,1,2 (a) (35))

**Note 2: Other airmen license:** A person required by any part of these regulations to have an airman's license shall have it in their physical possession or readily accessible in the aircraft or at the work site when exercising the privileges of that license. (PCAR 1.2.1.1(c)).

- (a) The following conditions qualifies for a reissue or reinstatement of the license, rating, authority or certificate:
- i. expired licenses;
  - ii. surrendered licenses;
  - iii. suspended licenses;
  - iv. revoked licenses;
  - v. exchange of licenses to lower or different rating;
  - vi. and other similar conditions;

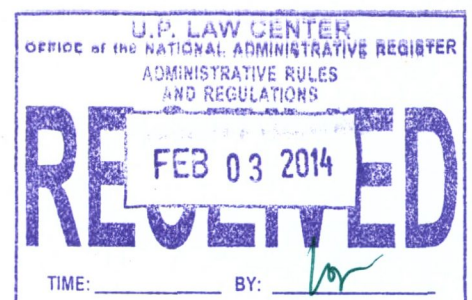
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**Note 3:** A license that has been suspended or revoked may be reissued subject to the Director General's approval.

- (b) Any person who holds a Philippine license, rating, authorization or certificate that has been surrendered. Expired, or other similar conditions may apply for a reissue or reinstatement of such license for use provided he/she successfully complies with the requirements of the license;

**Note 4:** A license that has been suspended or has expired shall be considered as an "expired license"

- (c) A person who holds an expired Philippine license, ratings, authorization or certificate for LESS THAN thirty six (36) months must pass the knowledge test on the Air Law administered by the Authority prior to the re-issue of the said license;
- (d) A person who holds expired Philippine license, ratings, authorization or certificate for MORE THAN thirty six (36) months must undergo the same process as the initial or original license application, including passing the Air Law, ALL the theoretical or knowledge test of the license in question and skill test and oral requirements to be administered by the Authority prior to the re-issue of the said license.
- (e) In addition to the requirements of PCAR 2.2.11 (c), a holder of an expired FLIGHT DISPATCHER LICENSE, rating, authority or certificate for MORE THAN thirty six (36) months shall be required to undergo the appropriate refresher course for the said license



**PART 2**

**2.6.3.3 AMS RATINGS**

- (a) ...
- (b) At no instance shall an AMS license be issued a Specialized Service rating in which the AMO has not been issued.

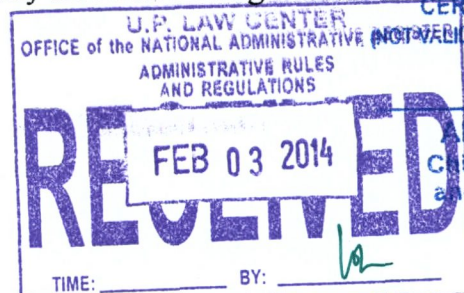
Memorandum Circular No. 31-13, Series of 2013 dated 31 May 2013

**PART 2**

**2.6.3.2 ELIGIBILITY REQUIREMENTS: GENERAL**

- (a) An applicant for an AMS license and any associated rating shall:

- (1) ...
- (2) ...
- (3) ...
- (4) ...
- (5) ...



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- (6) For AMS Specialized Service Rating be specially qualified to perform maintenance on aircraft or components thereof, appropriate to the job for which he/she was employed;
- (7) For AMS Specialized Service Rating be employed for a specific job requiring those special qualifications by an approved maintenance organization certificated under Part 6 allowed by its operating certificate and approved specific operating provisions to provide maintenance, preventive maintenance, or modifications to aircraft; and
- (8) For AMS Specialized Service Rating be recommended for certification by his employer, to the satisfaction of the Authority, as able to satisfactorily maintain aircraft or components, appropriate to the job for which he is employed;

Memorandum Circular No. 32-13, Series of 2013 dated 04 June 2013

**PART 2**

**2.3.1.5.1 CURTAILMENT OF PRIVILEGES OF PILOTS WHO HAVE ATTAINED THEIR 65<sup>TH</sup> BIRTHDAY**

- (a) No person who holds any pilot license under this Part shall serve as pilot-in-command or as co-pilot on a Philippine-registered civil aircraft engaged in commercial air transport if that person reached 65<sup>th</sup> years of age.
- (b) Any person beyond 65 years of age who holds any pilot license and a valid medical certificate under this Part may be allowed to fly as a pilot-in-command or co-pilot provided the flight is not in pursuance of commercial air transport operation, singly or

collectivity, and a mandatory CAAP medical check-up every six (6) months is complied with. (Note: Refer to Part 8.10.1.1)

(c) For purpose of paragraph (a) (b) above and of other applicable PCAR provisions, all aircraft operations involving the transport of passengers, cargo or mail are presumed commercial air transport operations except in the following instances:

- (1) Training or demonstration flights of Approved Training Organizations;
- (2) Corporate flights for the purpose of transporting the company's executives, employees and/or clients;
- (3) The cargo on board is owned by the aircraft owner/operator

(d) Any person who claims that his/her flight is covered by the above exceptions shall present sufficient proof, documentary and/or testimonial, to prove the same when so required by the Authority

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Memorandum Circular No. 34-13, Series of 2013 dated 17 June 2013

## PART 2

### 2.1 GENERAL

#### 2.1.3 ABBREVIATIONS

CCL – Cabin Crew License

CCLE – Cabin Crew License Exam

### 2.2 GENERAL LICENSING REQUIREMENT:

#### 2.2.2.1 LICENSES

- (i) Cabin Crew License

#### 2.2.2.4 CERTIFICATES

- (2) Medical certificate of Class 2 for PPL, Glider, Free balloon pilot and Cabin Crew License

#### 2.2.3 VALIDITY OF LICENSES, ENDORSEMENTS, AUTHORIZATIONS AND CERTIFICATES

- (g) The maintenance of competency of Cabin Crew Members engaged in commercial air transport cabin safety operations may be satisfactorily established by demonstration of skill during the completion of proficiency Cabin Crew trainings

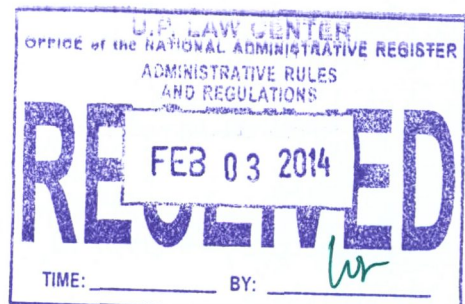
### 2.11 CABIN CREW MEMBER LICENSES

#### 2.11.1 APPLICABILITY

This section prescribes the requirements for the issue, renewal or re-issue of a Cabin Crew Member License.

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Chief, Central Records  
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### 2.11.2 GENERAL

- (a) An applicant shall, before being issued with a Cabin Crew Member, meet such requirements in respect of age, knowledge, competency, skill and medical fitness as are specified for that license.
- (b) An applicant shall for renewal or re-issue of a license, rating or Authorization meet the requirements as are specified for that license.
- (c) All types of license is non-transferable and should be carried at all times when the holder is on duty or is performing that duties pertinent to his/her license and shall present it for inspection upon request of any official of the Civil Aviation Authority of the Philippines, the Civil Aeronautics Board or any National or Municipal Official charged with the duties of enforcing local laws and regulations.
- (d) All original licenses issued, renewal and validation shall be signed and approved by the DG. However, renewal may be signed and approved by the Chief, FSIS if deemed necessary as authorized by the DG.

### 2.11.3 CABIN CREW MEMBER LICENSE

- (a) *Age*. The applicant for a Cabin Crew Member license shall be not less than 18 years of age.
- (b) *Knowledge*. The applicant for a Cabin Crew Member license shall:
  - (1) Receive and log ground training from an authorized Airline operator on the following subjects:
    - (i) General Knowledge: Use and Location of General Aircraft Safety Equipments;
    - (ii) Principles of Operation and Functions of General Aircraft Cabin and Safety Features: Doors; Communication System; Cabin Interior Emergency and Safety Markings;
    - (iii) Standards in all Cabin Crew duties in Emergency Procedures;
    - (iv) Operational procedures for carriage in cabin or freight: Possible communicable cases and potential hazards associated with dangerous goods.
  - (2) Have received an endorsement for the knowledge test from an authorized Cabin Crew Instructor who:
    - (i) Conducted the training on the knowledge areas;
    - (ii) Certifies that the person is prepared for the required knowledge test , and
  - (3) Pass the required knowledge test.
- (c) *Competence*. The applicant for a Cabin Crew Member license shall have:
  - (i) Satisfactorily completed an approved training course within the Airline Operators authorized training period immediately preceding application, or
  - (ii) Satisfactorily served under a qualified Airline Operator for not less than 6 months during the 12-month period immediately preceding application
- (d) *Skill*. The applicant for a Cabin Crew Member license shall demonstrate; or have demonstrated; competency in:

- (i) Operations in all aircraft cabin features and safety equipment;
  - (ii) Cabin Crew duties in emergency procedures with efficiency and accuracy.
- (e) *Privileges.* Subject to compliance with the requirements specified in this Part, the privileges of the holder of a Cabin Crew license shall be to act as a Cabin Crew Member. Before exercising the privileges of the license, the holder shall be competent with all pertinent and current information regarding the types of equipment and operating procedures used.
- (f) *Endorsement.* When an applicant demonstrates his/her skills and competency specified, the type of aircraft shall be entered on such license.
- (g) *Validity.* The validity period of the license is three (3) years. A license shall remain valid as long as the licensee holder maintains the required competence, and has a satisfactory report of medical fitness.
- (h) *Medical fitness.* The applicant for a CCL shall hold a current Class 2 Medical Certificate.

**IS 2.11.3 APPENDIX A: PREREQUISITES FOR A KNOWLEDGE TEST**

- (a) The applicant shall, before passing the knowledge test for a license:
- (1) Have satisfactorily accomplished the required training from an Airline Operator
  - (2) Have a competency of training record that has been signed by an authorized instructor, who certifies that the applicant is prepared for the knowledge test.

Memorandum Circular No. 41-13, Series of 2013 dated 18 September 2013

**PART 11**

**11.1.1.8 DURATION OF A CERTIFICATE OF AUTHORIZATION**

- (a) A certificate of authorization, issued by the Authority is effective until:
- (1) Its validity period of three (3) years.

Memorandum Circular No. 53-13, Series of 2013 dated 28 November 2013

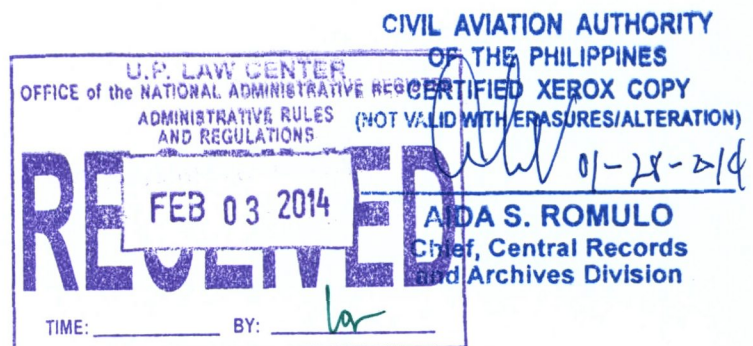
**PART 9**

**PCAR PART 9.2.2.2**

- (a)
- (7) Director of Cabin Crew Services

**PCAR PART 9 IS: 9.2.2.2**

- (k) The minimum qualification for the Director of Cabin Crew Services are:
- (1) Had at least three (3) years experience as an operating cabin crew member
  - (2) Has completed appropriate course covering the following as a minimum:



- (i) Pre-flight briefing:
    - (A) operating as crew,
    - (B) allocation of cabin crew stations and responsibilities,
    - (C) consideration of the particular flight, including aeroplane type, equipment, area and type of operation, and categories of passengers with particular attention to disabled, infants and stretchers, and
  - (ii) Crew Resource Management (CRM):
    - (A) discipline, responsibilities and chain of command,
    - (B) importance of coordination and communication,
    - (C) pilot incapacitation, and
  - (iii) Review of operator's requirements and legal requirements:
    - (A) passenger safety briefing, safety cards,
    - (B) securing of galleys,
    - (C) stowage of cabin baggage,
    - (D) electronic equipment,
    - (E) procedures when fueling with passengers on board,
    - (F) turbulence,
    - (G) documentation, and
  - (iv) human factors and crew resource management, and
  - (v) accident and incident reporting, and
  - (vi) flight and duty time limitations and rest requirements.
- (3) Holds or must have held a Cabin Crew License.

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**AIDA S. ROMULO**  
Chief, Central Records  
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**EFFECTIVITY:**

These regulations shall take effect (15) fifteen days after compliance with the requisite single publication and a copy filed with the U.P. Law Center – Office of the National Administrative Register.

So Ordered. Signed this 28 day of JAN 2013, CAAP, Pasay City

*[Handwritten Signature]*

**LT GEN WILLIAM K HOTCHKISS III AFP (RET)**  
Director General

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