



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

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*03-03-214*  
AIDA S. ROMULO  
Chief, Central Records  
and Archives Division

**CAAP MEMORANDUM CIRCULAR**

No. 07-14 -2014

**SUBJECT:** Prescribing the Guidelines That Shall Govern the Implementation of the Conduct of Pre-Placement Diagnostic Examinations and Medical/Physical Examinations Pursuant to the CAAP Merit Promotion Plan

The Civil Aviation Authority of the Philippines (CAAP) hereby adopts the implementation of the conduct of diagnostic examinations and the concomitant conduct of medical/physical examinations as an official pre-placement policy in order to provide an objective and quantifiable basis for determining the "POTENTIAL" promotional/selection factor prescribed in Item No. 4.6 of CAAP Memorandum Circular No. 39-13 dated August 8, 2013, otherwise known as the CAAP Merit Promotion Plan (CAAP-MPP).

As such, the following guidelines are hereby prescribed to govern the implementation of the conduct of the above pre-placement examination and medical/physical examination policy by the Human Resources Management Division, for the information and guidance of all those who wish to enter the CAAP service and all other AAP officials and personnel concerned.

**1. COVERAGE**

The conduct of pre-placement diagnostic examinations shall be limited only to outsider applicants seeking employment/appointment in vacant positions in the CAAP personnel plantilla, inclusive of temporary CAAP support staff under Job Order service contracts, casual personnel under CSC-approved Plantillas For Casual Employment, and all other CAAP personnel under Contracts of Service, who have applied in writing, and with respective employment qualifications that have been pre-determined by the Human Resources Management Division (HRMD).

- 1.1 On a case-to-case basis, however, and as determined by the CAAP Personnel Promotion and Selection Board (CAAP-PSB), diagnostic examinations may likewise be administered, not as a pre-placement requirement, to further determine and quantify the Potential factor among insider applicant-candidates in a particular promotional line-up.

The medical/physical examination requirement shall, on the other hand, be limited to outsider applicants/candidates who have passed the deliberations, and panel interviews, if any, conducted by the CAAP Personnel Promotion and Selection Board (CAAP-PSB), and have subsequently been recommended for appointment.

## 2. GUIDELINES

- 2.1 Diagnostic tests to be administered for the above purpose shall be standardized/institutionalized paper-and-pen test instruments that shall be administered by HRMD to determine/measure individual mental ability, aptitude, personality qualities and characteristics.
- 2.2 The HRMD shall be responsible for determining and recommending the type of diagnostic mental ability, aptitude, and personality tests that shall be administered,
- 2.3 Test instruments shall be purchased from the Philippine Psychological Corporation (PPC) under an official accreditation.
  - 2.3.1 Tests purchased from PPC, which are confidential instruments, shall be accessed and administered only by qualified or duly designated HRMD staff.
  - 2.3.2 An experienced Psychometrician shall be hired, or retained, whichever is most cost-effective, to handle the scoring, evaluation, and reporting of individual test results.
- 2.4 Test results, and an official report thereof, shall be tabulated and submitted to the CAAP-PSB for its consideration.
- 2.5 Pre-placement diagnostic examinations shall be conducted and administered only by the HRMD and its duly designated staff, on a regularly scheduled basis, or on an urgent case-to-case basis, at conducive and suitable testing venues in the CAAP Central Office and Area Centers.
- 2.6 Administration of diagnostic pre-placement exams in the Area Centers shall be officially scheduled by the HRMD, subject to availability of funds.
- 2.7 The CAAP-PSB and Area Center Pre-Screening Committees concerned shall not consider the selection/hiring of outsider-applicants who have not undergone the pre-placement testing process and do not have CAAP pre-placement test results.
- 2.8 Medical and/or physical examinations shall be an administrative requirement only for those outsider-applicants who have undergone and passed the pre-placement exams, and whose applications have been considered and recommended by the CAAP-PSB for hiring and approved by the Director General, before the issuance of an appointment.
  - 2.8.1 Medical/physical examinations shall be subject to validation and verification, and shall be done only by duly registered medical clinics accredited to perform medical examinations and issued medical certificates for employment purposes.

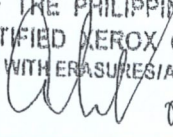
- 2.8.2 No proposed appointment shall be submitted to the Director General for approval unless the proposed appointee submits his/her latest medical examination findings and results.
- 2.8.3 The further submission of additional neuro-psychiatric examination result/findings shall further be required for appointment to selected psychologically critical support and/or technical positions, inclusive of, but not limited to, police security, air traffic, fire and rescue, and such other similar positions to be determined by the CAAP-PSB and/or HRMD.

The Human Resources Management Division shall be responsible for the preparation and subsequent issuance of relevant procedures and mechanics necessary to effect the orderly and efficient implementation of the diagnostic pre-placement examination and medical/physical examination requirement policy prescribed under this Circular, subject to the approval of the Director General.

This Memorandum Circular takes effect immediately.

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

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