

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

MEMORANDUM CIRCULAR NO. 22-13, Series of 2013

TO : ALL CONCERNED
FROM : THE DIRECTOR GENERAL
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
SUBJECT : SUPPLEMENTAL PROCEDURE
TO THE PERSONNEL LICENSING (PEL) MANUAL ON THE
CLOSING AND ARCHIVING OF LICENSE RECORDS

REFERENCE: Personnel Licensing (PEL) Manual ver. 2011.

SUPPLEMENTAL PROCEDURE TO PEL MANUAL CHAPTER 2:

“PEL MANUAL 2.10 CLOSING AND ARCHIVING OF LICENSE RECORDS

2.10.1 The following are the conditions for closing and or archiving airmen license records:

- i. Licenses that **HAVE NOT BEEN USED** by the license holders for the **last sixty (60) months;**
- ii. Licenses that have been **SURRENDERED OR SAFE-KEPT FOR MORE THAN sixty (60) months;**
- iii. Licenses that had been **REVOKED** by the Director General;
- iv. Licenses that **HAVE NOT BEEN USED DUE TO THE CURTAILMENT OF PRIVILEGES** due to age limitation and medical condition.

2.10.2 Details of the closed or archived licenses, including the details printed in the airman's license, the date when the closure took effect and the reason thereof, shall be properly logged in a controlled logbook or electronic recording system. Said controlled logbook shall have a control number.

2.10.3 Actual records of licenses due for closure and archiving should at least be properly scanned to a digital format, and logically organized for efficient retrieval, so as when printing may be required, the said airman's records can be nearly recreated to legible copies. The records in digital form should be stored in at least two (2) separate electronic storage disks as a standard backup requirement located in either the Licensing and Certification Department (LCD) or in the Regulatory Standards Department (RSD).

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[Signature]
AIDA S. ROMULO
Chief, Central Records
and Archives Division

2.10.4 The Chief, Airmen Licensing Division (ALD) shall be responsible for securing the list of licenses due for closure or archiving from the information system office at RSD, and shall forward the **LIST OF CLOSED LICENSES**, on a monthly basis, to the Chief, LCD for information and proper endorsement.

2.10.5 The Chief, LCD shall forward the said LIST to the Office of the Director General (DG) to seek approval for the closure, archiving and disposal of the said license records.

2.10.6 Upon the DG's approval, the Chief, LCD shall forward the LIST to the Chief, RSD for proper disposal of the hard/paper copies of the records. Basic information concerning the disposal activity shall likewise be recorded in a controlled logbook and shall be maintained by the Chief, RSD for record purposes.

2.10.7 Control and access of closed and archived records shall be under the responsibility of RSD office using the appropriate RSD procedures manual.

2.10.8 Should the concerned airman or his duly authorized representative intend to secure a copy of the closed or archived airman license for the **purpose of memorabilia or souvenir**; he/she shall make a written request addressed to the DG stating specifically his/her intention for securing a copy of the said closed or archived license."

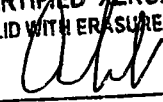
EFFECTIVITY:

This Supplemental Procedure shall be added to the PEL Manual ver. 2011 and shall take effect immediately and supersede any other procedures in conflict with this procedure 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 ___ day of February 2013, CAAP, Pasay City.


LT GEN WILLIAM K HOTCHKISS III AFP (Ret)

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 02-22-2013
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