



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

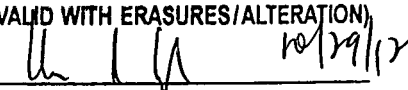
MEMORANDUM CIRCULAR NO. 23-12, Series of 2012

TO : ALL APPROVED TRAINING ORGANIZATION/CONCERNED
FROM : THE DIRECTOR GENERAL
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
SUBJECT : Supplemental Guidelines in the Implementation of
CAAP GROUND INSTRUCTOR LICENSE

Subject to existing Philippine Civil Aviation Regulations (PCAR) on Ground Instructor License, the following CAAP (Authority) supplemental regulations are hereby promulgated:

- (a) **General.** The applicant for an instructor rating or license - airplane or helicopter, shall:
- (1) 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 on the subjects/courses to be handled or otherwise established his competence to provide such instruction; and
 - (2) Hold a specific authorization/license granted by the Authority.
- (b) **Ground Instructors**
- (1) Age. The applicant for a ground instructor rating or license shall be not less than 21 years of age.
 - (2) Knowledge:
 - (i) The applicant for a ground instructor rating or license shall have met the knowledge requirements for the issue of a CPL as specified in PCAR Part 2.3.3.3 and 2.3.3.7, as applicable;
 - (ii) Must be able to read, speak, write and understand the English language;
 - (iii) 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
 - (iv) 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.

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(d) **Medical Fitness.** The applicant for a ground instructor rating or license shall be holder a current Class 2 Medical Certificate.

(e) **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:

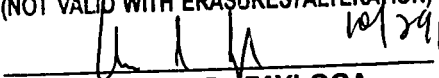
- (1) Except as provided in paragraph (c) of this section, provide a course of instruction in each subject for which he has passed the practical demonstration required.
- (2) Provide instruction in an approved training program under PCAR Part 8 and Part 9 in which subjects for which he is qualified under 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 24 months. For renewal of the ground instructor see PCAR Part 2.2.3, and must present the evidence to the authority within 30 days prior to the expiry of his/her license, that he/she has exercised the privileges of said license during its validity.

All orders and/or memoranda in conflict herewith are hereby rescinded. This Memorandum Circular shall take effect immediately upon single publication in a newspaper of general circulation and a copy filed with the U.P. Law Center-ONAR.

Signed and issued this 3rd day of October 2012, CAAP, Pasay City.


LT GEN WILLIAM K HOTCHKISS III AFP (Ret)

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