



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

MEMORANDUM CIRCULAR NO. 33-13, Series of 2013

TO : ALL CONCERNED

FROM : THE DIRECTOR GENERAL
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

SUBJECT : INITIAL ISSUANCE OF CURRENT AND NEWLY-HIRED
CABIN CREW MEMBER LICENSING PROCEDURES

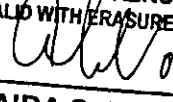
Effective immediately, all Airline Operators shall require all their Current Cabin Crew Members who have completed their annual recurrent courses from January to June 2013 to accomplish the CAAP-FSIS Form 542 together with the supporting documents and to personally submit the same to the office of the Licensing and Certification Department (LCD) for license processing.

Likewise, all cabin crew members who will complete the said recurrent courses after June 2013 shall accomplish the same form and documents.

For newly-hired and released Cabin Crew Members, the Licensee shall personally undergo initial medical requirements and submit their application documents to the Licensing and Certification Department of the Flight Standards Inspectorate Service, CAAP as per Chapter 19 of the Cabin Crew Member License of the PEL Manual.

For your guidance and strict compliance.


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

CIVIL AVIATION AUTHORITY
OF THE PHILIPPINES
CERTIFIED XEROX COPY
(NOT VALID WITH ERASURES/ALTERATION)
 06-17-2013
AIDA S. ROMULO
Chief, Central Records
and Archives Division

"The Future is in the Skies"

Old MIA Road corner Ninoy Aquino Avenue, Pasay City, Metro Manila, Philippines, 1300
Tel: (+632) 8799-220 / www.caap.gov.ph

For Current Active Employed Cabin Crew

Step 1 - Accomplish CAAP-FSIS application form 542;

Attach:

- a) Certification of latest annual medical requirement from the Airline Operator;
- b) Certified true copy of most recent Competency Card;
- c) Certification of employment from Airline Operator.

Note: The Airline Operator will be furnished with CAAP-FSIS form 542 for initial processing for current cabin crew members.

Step 2 - Personal appearance accompanied by Step 1 requirements for;

- a) Routing process, data base entry;
- b) Issuance of PEL number;
- c) Attest by examiner;
- d) Payment.

Note: Applicants bring their upper uniform in Step 2 (shirt, tie, blouse, scarf, polo shirt or uniform if one piece for license card picture)

Step 3 - Encoding, Signature and Printing (CAAP)

For newly-hired and released Cabin Crew with Competency Card

Step 1 - Medical Requirements: Class 2 medical certificate
Initial Issue – ECG, Audiogram and Chest X-Ray

Step 2 - Accomplish CAAP-FSIS application form 542;

Attach:

- a) Certified true copy of accomplished Cabin Crew released Check-Ride.
- b) Certified true copy of newly issued Competency Card;
- c) Certification of employment from Airline Operator.

Step 3 - Submit accomplished Form 542 with attachments for;

- a) Routing process, picture and data base entry;
- b) Issuance of PEL number;
- c) Attest by examiner;
- d) Schedule for exam;
- e) Payment.

Note: Applicants bring their upper uniform in Step 3 (shirt, tie, blouse, scarf, polo shirt or uniform if one piece for license card picture)

Step 4 - Encoding, Signature and Printing (CAAP)