



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

**MEMORANDUM CIRCULAR NO. 35-13, 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  
CABIN CREW MEMBER LICENSING PROCEDURES**

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

**Chapter 1 (Appendix 1-A) of the PEL is hereby amended to read as follows:**

**Appendix 1-A**

**Definitions & Acronyms Used in this Manual**

1. Definitions.....
2. Acronyms

The following acronyms are used in this manual—

29) CCLE – Cabin Crew License Exam

**Chapter 19 Cabin Crew Member License of the PEL is hereby amended to read as follows:**

**19.1.3 Duration of License:**

The duration of a Cabin Crew Member License is 36 calendar months (3years)

**19.2 Issuance of a Cabin Crew Member License:...**

**19.2.1 Acceptable Application Package**

The applicant or operator shall bring to the CAAP-FSIS-CCL the following –

- 1) A completed application (CAAP-FSIS-Form 542);
- 2) Two copies (2) of a passport photo with white background;
- 3) Proof of employment by an AOC (Air Operator Certificate) or Corporate Owner that operates an aircraft of Philippine registry;
- 4) Evidence of completion of Cabin Crew Training, Emergency Drills and Competency check;
- 5) Proof of date of birth; and
- 6) Philippine permanent address information;
- 7) Proof of completion of CAAP-FSIS-CCLE;

*"The Future is in the Skies"*

**19.2.2 Procedures:.....**

**19.2.2.1 Required CASORT Action Entries**

- A. For each day of work on this file, the technical and Para-technical will make at least one CASORT-Action entry.
- B. Acceptable Summary CASORT action numbers
  - a. 5523 - PEL Process CCL License
  - b. 8503 - PEL Issue CCL License
  - c. 8503A - Review CCL Application
  - d. 8503A1 - Review Qualification of CCL
  - e. 8503D - Knowledge Test
  - f. 8503ES - Knowledge test Disapproval Notice
- C. It is acceptable to use the summary action numbers indentified in the note box associated with this paragraph to capture the process, instead of the individual numbers specified with the following procedures.

**EFFECTIVITY:**

This Supplemental Procedure shall be added to the PEL Manual ver. 2011 and shall take effect immediately and shall 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 18 day of June 2013, CAAP, Pasay City.



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