



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

August 16, 2013

MEMORANDUM CIRCULAR NO. 42-13

**SUBJECT: GUIDELINES ON THE PROMOTION AND SELECTION OF PERSONNEL IN THE FIRST, SECOND AND MANAGERIAL LEVEL POSITIONS**

**GENERAL POLICIES:**

1. In accordance with the Administrative Order No. 7 of the Office of the President, the CAAP Director General shall appoint the employees and personnel in the CAAP for the positions with Salary Grade 26 and below as well as positions with Job Levels 21 and below.
2. Consonant to Section 12 of R.A. 9497 and subject to CSC rules and regulations, existing CAAP personnel (with permanent appointment) shall be given preference in the filling up of CAAP plantilla positions created in the Authority.

Priority in the selection process shall be observed in the following order:

**A. For promotion**

1. Qualified CAAP permanent employees
2. Qualified CAAP temporary employees
3. Qualified CAAP casual employees

**B. For entry level position**

1. Qualified CAAP Job Order/Consultants
  - i. 5 years and above
  - ii. 4 years or more but less than 5 years
  - iii. Less than 4 years
2. Outside applicants

3. Former ATO employees (hold-over) who have no equivalent positions in the CAAP plantilla and were not placed shall be given first preference on entry position over Job Order/Consultants and outside applicants.
4. Consonant to Section 33 of R.A. 9497 and notwithstanding the Q.S. as maybe prescribed by the Board and CSC, the selection and appointment of the heads of CAAP permanent offices shall be limited to the qualified rank and file employees of the concerned offices (Heads of offices shall mean/refer to Service and Department Heads in the approved OSSP):
  - 1) Air Traffic Service
  - 2) Air Navigation Service
  - 3) Aerodrome Development and Management Service
  - 4) Administrative and Finance Service

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*[Signature]* 09-23-2/3  
**AIDA S. ROMULO**  
Chief, Central Records  
and Archives Division

*"The Future is in the Skies"*

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5. Those Appointments still under appeal and/or have a pending appeal shall not be considered for promotion, until they have been placed under CAAP plantilla.
6. CAAP casual/temporary personnel who will not qualify for any CAAP permanent position shall be separated/retired from the service.
7. Consonant to Section 87 of R.A. 9497, any officer/employee who availed the CAAP retirement benefits shall not qualify for reemployment within seven (7) years from the date of retirement/resignation.
8. Application for positions which require Fidelity Bond (Ex. Cashier) shall possess the necessary qualifications and eligibility. No appointment in this level shall be issued on temporary status.
9. Application filed without accompanying documents (Sec. 3, Procedure - MC 39-13) as required by these rules or filed out of time after sufficient notice and publication shall not be entertained.
10. Any applicant/CAAP employee found guilty of a criminal offense involving moral turpitude and/or other offenses which carries an accessory penalty of temporary disqualification to hold public office shall not be eligible for promotion/recruitment.
11. Any employee found to have made untruthful statements in his/her Personal Data Sheet (PDS) shall be liable for **Dishonesty** and shall be disqualified. The CAAP-PSB reserves the right to request for a Transcript of Records (TOR) from the Registrar of School attended by the applicant-employee for verification purposes.
12. The concerned Services under the organizational structure of CAAP including Area Centers shall create a Pre-Selection Committee for approval of the Director General to screen, deliberate and endorse to the PSB the result of their deliberations including its recommendation/s.
13. The PSB created for this purpose is hereby enjoined to see to it that only those who, in their judgment, are fit and committed to the CAAP goals, shall be recommended for promotions and/or positions in the CAAP organization.

This Memorandum Circular shall take effect immediately.

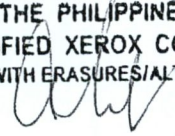
All orders and/or memoranda in conflict herewith are hereby rescinded.

By Authority of the Director General:



**CAPT JOHN C ANDREWS**  
Deputy Director General

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