



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

MEMORANDUM CIRCULAR NO. 45-13

SUBJECT: PER DIEMS FOR LOCAL TRAVEL OF INSPECTORS

TO: ALL LOCAL AIRCRAFT OPERATORS/INSPECTORS

Effective SEPTEMBER 2, in the exigency of the service and in accordance with the mandate of CAAP to ensure safety of aircraft operation, inspectors shall be paid the following per diems for local travels in accordance with UNDP Daily Subsistence Allowance (DSA) rates as adjusted based on the International Civil Service Commission's DSA Circular Report as of September 2013.

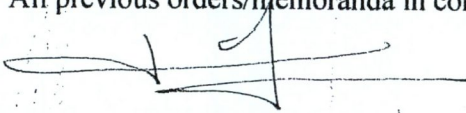
AREA	FIRST 60 DAYS US\$	ROOM AS % OF DSA
Baguio City	137	67
Cagayan de Oro	82	70
Calatagan	128	78
Cebu, City	176	65
Clark, Pampanga	140	74
Davao City	113	67
Laoag City	90	65
Legaspi City	96	65
Olangapo City	92	69
Tagaytay	136	68
Tagbilaran	145	64
Ternate	183	76
Elsewhere	62	65

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[Signature] 09-24-213
AIDA S. ROMULO
Chief, Central Records
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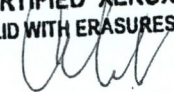
- The applied UNDP rates shall only be given to inspectors conducting all audits, inspections and certification of air operators, training organizations, maintenance organization, aerodrome operators and other CAAP regulated aviation organizations.
- Travel related expense such as food and accommodations for the inspector/s are included in the DSA/UNDP.
- Per Diem charging will be in effect if the travel is outside the 50km radius from the Central Office of the Civil Aviation Authority of the Philippines (CAAP).
- Charging of the UNDP/DSA will start upon arrival of the inspector to the site of inspection and end after the inspection.
- Visa will be shouldered by the company but will be processed by CAAP.
- This Memorandum Circular shall be applicable only to the conduct of activities mentioned above which are chargeable to CAAP regulated aviation organizations and billed by CAAP Finance Department accordingly.

All previous orders/memoranda in conflict herewith are hereby rescinded.



CAPT. JOHN C. ANDREWS
Officer-In-Charge

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