# Civil Aviation Authority of the Philippines
## Operations Center
### Airport Hours of Service Extension Request Form

| | | | | | |
|---|---|---|---|---|---|
| **Aircraft Operator/ Requesting Party** | | **Control Number** | | **OPCEN wire sign** | |

| | | |
|---|---|---|
| **Billing Address** | | |
| | **Office Contact Number** | |
| **Aircraft Ident/ CallSign** | **Aircraft Registration** | |

| | | | |
|---|---|---|---|
| **Airport and/or ATS Facility for Service Extension** | | | |
| **Airport Published Hrs of Operations (UTC)** | fm | to | |
| **Requested Day of Extension of Hrs of Svc** | on mm | dd | yr |
| **Requested Extension/Early Opening of Hrs of Svc (UTC)** | fm | to | |
| **Total Hours of Extension** | | | |
| **Total Extension Fee for Airport and/or ATS Facility (Php)** | | | |

### CERTIFICATION

I certify that (I/ the company I represent) will pay the extension fee of Php5,000.00 per hour or a fraction thereof, which shall be computed as one hour, levied by the CAAP per ATO MC No. 04-2000 (dtd 7 March 2000)

_____
**Requesting Party Representative's Name & Signature, date signed**

| Airport Operations | | CAAP Administrative Approval | |
|---|---|---|---|
| Extension coordinated with AP facilities concerned and **approval recommended** | ☐ | **Approval Granted** | ☐ |
| **Request Denied Due** | ☐ | **Denial Duly Noted** | ☐ |
| | | By Authority of the Director General: <br><br><br> **CAPTAIN EDGARDO G. DIAZ** <br> Deputy Director General for Operations | |
| Recommending Authority Name, Position & Signature | | Approving Authority Name, Position & Signature | |

# How to fill this form

**For requesting party:**

Aircraft Operator/ Requesting Party – provide the business name of the requesting party/operator/company to be reflected on billing documents
(e.g. Air Phoenix. For military put the branch of service e.g. PAF)

Control Number – for OPCEN use please leave blank
OPCEN duty officer wire sign – for OPCEN use please leave blank

Billing Address – provide the company address of the requesting party to be reflected on billing documents
(e.g. 0354 Unit 1E, Nelson Square Bldg. Quirino Ave.
Parañaque City 1700

Office Contact Number – provide the operations contact number of the requesting party for request clarification and coordination
(e.g. 7944-2030 or 0917-5155155)

Aircraft Identification/ Call Sign – provide the call sign or the aircraft of the aircraft to be used
(e.g. APG186 or RP-C123 if same as registration)

Aircraft Registration – provide the aircraft registration of the aircraft to be used
(e.g. RP-C890 or RP-C123)

Airport and/or ATS Facility for Service Extension – provide the name of the Airport / ATS facility
(e.g. Butuan Airport or RPME / Butuan Control Tower or RPME Twr)

Airport Published Hrs of Operations (UTC) – provide the hours of operations in UTC or Z time of the requested airport as published in the AIP or on current NOTAM of concerned airport or facilities
(e.g. fm 2200Z  to 1300Z)

Requested Day of Extension of Hrs of Svc – provide the date of the proposed operations
(e.g. on mm Feb.  dd 14  yr 2020)

Requested Extension of Hrs of Svc (UTC) – provide the time of the requested service extension in UTC or Z time
(e.g. fm 1300Z  to 1600Z)

Total Hours of Extension – provide the total number of requested extension time
(e.g. 3hrs)

Total Extension Fee for Airport and/or ATS Facility (Php) – provide the corresponding amount of the requested service  extension at Php 5,000 per hour or any fraction of an hour of the service extended (waived for military).
(e.g. Php 15,000.00)

Certification – affix the name of the agency representative on the space provided and sign above the name, also put the date when it was signed

Airport Extension box – will be filled up by the authority of the airport concerned (requested airport)

CAAP Administrative Approval box – please leave blank for signature of the DDG for Operations


**For Airport/Facility concerned:**

Airport Extension box – after proper coordination of the hours of extension with concerned facilities, check the appropriate box provided (recommended approval or request denied) then affix the name of the airport manager or his/her representative and sign above the name. Also put the date when it was signed.