



Republic of the Philippines
CIVIL AVIATION AUTHORITY
OF THE PHILIPPINES



MEMORANDUM CIRCULAR NO. 001-2024

TO : ALL CONCERNED

SUBJECT : MANDATORY ONLINE FILING OF APPLICATIONS FOR
AERONAUTICAL KNOWLEDGE TEST PERMIT AND OR
PRACTICAL / SKILL TEST PERMIT

DATE : 02 JANUARY 2024

In line with CAAP's aim of promoting digital technology in the delivery of its services, the Licensing and Certification Department has pilot-tested the online filing and submission of applications for Aeronautical Knowledge Test Permit (AKTP) and Practical / Skill Test Permit (PSTP).

The online filing and submission of applications for permits is primarily designed to eliminate the long queues and inconvenience, not to mention the undue financial burden that applicants, especially those from the provinces or far-flung areas, have to endure just to obtain said permits.

This initiative also promotes transparency and complies with RA No. 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018. Under this law, government agencies are mandated to "regularly undertake cost compliance analysis, time and motion studies, undergo evaluation and improvement of their transaction systems and procedures and reengineer the same if deemed necessary to reduce bureaucratic red tape and processing time."

Therefore, all applications for Aeronautical Knowledge Test Permit and Practical / Skill Test Permit shall be **mandatorily** filed and submitted **online** starting **February 1, 2024**.

The transactions to be filed and or submitted online are as follows:

- 1) Application for Aeronautical Knowledge Test Permit (Annex A), and
- 2) Application for Practical / Skill Test Permit (Annex B).

For ease and convenience, an electronic, fillable, printable, and downloadable form for the application for an Aeronautical Knowledge Test Permit has been created, while a letter template for the application for a Practical / Skill Test Permit has been designed. To further make the application process seamless, certification and endorsement templates are supplied along with picture and e-signature guidelines.

To apply for an Aeronautical Knowledge Test Permit, please send your application to **airmen_licensing@caap.gov.ph**. For an Application for a Practical/Skill Test Permit, please send it to **pcstd@caap.gov.ph**. Kindly note that these are two separate email addresses and should not be used interchangeably.

The appropriate rates of fees and charges, according to the cost recovery principle, shall be imposed in the future. Currently, no fee is being charged for the issuance of aeronautical knowledge and or practical / skill test permits.

This procedure, while in operation, will simultaneously undergo improvement/s. A final Roll-Out will be scheduled for online filing and submission of **all** transactions involving personnel licensing, including but not limited to applications for licenses, ratings, certificates, authorizations, English Language Proficiency (ELP), etc.

For any inquiries about this matter, please get in touch with the Licensing and Certification Department at 8246 4988 local 2121 or 2123, or via email at licensing@caap.gov.ph.

All Orders / Memoranda in conflict herewith are hereby rescinded.

For information and strict compliance.



CAPTAIN MANUEL ANTONIO L. TAMAYO
Director General

Attachments:

- Annex A - Application for Aeronautical Knowledge Test Permit
- Annex B - Application for Practical / Skill Test Permit
- Annex C - Sample Aeronautical Knowledge Test Permit
- Annex D - Sample Practical / Skill Test Permit
- Annex E - Procedures for Filing Application for Aeronautical Knowledge Test Permit
- Annex D - Picture and E-Signature Guidelines
- Annex E - Certification & Endorsement Template