

# Civil Aviation Authority of the Philippines **Operations Center**



# Airport Hours of Service Extension Request Form

019-2025 (dated 21 April 2025). The extension fee shall be determined based on the classification of the airport where the extension						
Aircraft Ident/ Call Sign  Aircraft Registration  Airport and/or ATS Facility for Service Extension  Airport Published Hrs of Operations (UTC)  Requested Day of Extension of Hrs of Svc  on mm  dd  yr  Requested Extension/Early Opening of Hrs of Svc (UTC)  Total Hours of Extension  Total Extension Fee for Airport and/or ATS Facility (Php)  CERTIFICATION  certify that (I / the company I represent) will pay the applicable extension fee as prescribed under CAAP Memorandum Circular No. 119-2025 (dated 21 April 2025). The extension fee shall be determined based on the classification of the airport where the extension s rendered.  Requesting Party Representative's Name & Signature, date signed  Airport Operations  Extension coordinated with AP facilities concerned and approval recommended  Request Denied Due  Denial Duly Noted  By Authority of the Director General:		Control Number				I
Aircraft Ident/ Call Sign  Aircraft Registration  Airport and/or ATS Facility for Service Extension  Airport Published Hrs of Operations (UTC)  Requested Day of Extension of Hrs of Svc  on mm  dd  yr  Requested Extension/Early Opening of Hrs of Svc (UTC)  Total Hours of Extension  Total Extension Fee for Airport and/or ATS Facility (Php)  CERTIFICATION  certify that (I / the company I represent) will pay the applicable extension fee as prescribed under CAAP Memorandum Circular No. 119-2025 (dated 21 April 2025). The extension fee shall be determined based on the classification of the airport where the extension is rendered.  Requesting Party Representative's Name & Signature, date signed  Airport Operations  Extension coordinated with AP facilities concerned and approval recommended  Request Denied Due  Denial Duly Noted  By Authority of the Director General:						
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Requested Day of Extension of Hrs of Svc on mm dd 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  Certify that (I / the company   represent) will pay the applicable extension fee as prescribed under CAAP Memorandum Circular No. 219-2025 (dated 21 April 2025). The extension fee shall be determined based on the classification of the airport where the extension is rendered.  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:	Airport and/or ATS Facility for Service Extension					
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CAAP-ODG-OCD-004 Revision No.:03

Revision Date: 21 April 2025

## 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

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Billing Address billing documents

– provide the company address of the requesting party to be reflected on

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)

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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)

(e.g. 0354 Unit 1E, Nelson Square Bldg. Quirino Ave.

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 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.