



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/ Call Sign		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 applicable extension fee as prescribed under CAAP Memorandum Circular No. 019-2025 (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 <input type="checkbox"/>	Approval Granted <input type="checkbox"/>
Request Denied Due <input type="checkbox"/>	Denial Duly Noted <input type="checkbox"/>
	By Authority of the Director General: 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 billing documents	– provide the company address of the requesting party to be reflected on (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)
^s 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 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.
-----------------------	--