



MEMORANDUM CIRCULAR NO. 018-2025

TO : ALL CONCERNED

SUBJECT : MANDATORY REQUIREMENT TO FILL POST-HOLDER POSITIONS
IN AVIATION ORGANIZATIONS

DATE : 03 APR 2025

Recent inspections and audits conducted by the Airworthiness Department identified prolonged vacancies in key post-holder positions lead to deficiencies in safety oversight and operational efficiency. This poses significant risks to operational safety and constitute non-compliance with the Philippine Civil Aviation Regulations (PCAR) and the International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs).

In view of this, to ensure regulatory compliance, operational integrity, and safety oversight, as required under the PCAR and the ICAO SARPs, all Air Operators, Approved Maintenance Organizations (AMOs), and Approved Training Organizations (ATOs) are directed to maintain designated post-holders. The following post-holder positions shall be filled at all times:

<i>For Air Operator Certificate (AOC) Holders (PCAR Part 9 & 1)</i>	<i>For Approved Maintenance Organizations (AMOs) (PCAR Part 6 & 1)</i>	<i>For Approved Training Organizations (ATOs) (PCAR Part 3 & 1)</i>
Accountable Manager	Accountable Manager	Accountable Manager
Director of Operations	Maintenance Manager	Quality Manager
Head of Training for Flight Crew	Quality Manager	Head of Training
Chief Pilot	Safety Manager	Chief Flight Instructor
Director of Safety		Chief Ground Instructor
Director of Maintenance		Safety Manager
Quality Manager		

When a permanent replacement is not immediately available, an interim post-holder shall be designated to ensure continuity of operations, subject to the following conditions:

1. The certificate holder shall notify this Authority in writing immediately upon a vacancy, stating the reason, interim measures in place, and the timeline for appointing a permanent replacement.
2. A qualified interim post-holder shall be designated within thirty (30) days of the vacancy, subject to approval before assuming responsibilities.



3. Organizations may engage a temporary consultant or qualified external personnel from another company for a maximum period of three (3) months, provided approval is obtained.

Moreover, to ensure seamless regulatory compliance and operational continuity, certificate holders may designate a deputy or interim post-holder within thirty (30) days before any planned vacancy, subject to approval.

Further, the PCAR provides that non-compliance may result in enforcement actions, including but not limited to:

1. Suspension of the Air Operator Certificate (AOC), Approved Maintenance Organization Certificate (AMOC), or Approved Training Organization Certificate (ATOC);
2. Prohibition of aircraft operations, maintenance, or training activities;
3. Additional regulatory audits and heightened oversight; and
4. Certificate revocation and further enforcement actions for repeated violations.

For your guidance and strict compliance.

Signed this 03 day of APR 2025, CAAP, Pasay City


LTGEN RAUL L DEL ROSARIO AFP (RET)
Director General

CIVIL AVIATION AUTHORITY
OF THE PHILIPPINES
CERTIFIED PHOTOCOPY
(NOT VALID WITH ERASURES/ALTERATION)
 4-3-2025
MADONNA L. OROCIO
Records Officer II
Central Records & Archives Division