21 February 1995

TO : ALL POEA OFFICIALS AND EMPLOYEES

SUBJECT : Observance of Protocol in the Release of Information/Data to the Public

This is to remind all POEA officials and employees to refrain from giving out interviews, comments or informations on matters pertaining to overseas employment without the proper clearance from their respective Director.

The above directive is intended to avoid erroneous informations which may mislead the public.

For strict compliance.

FELICITIMO C. JOSON, JR.
Administrator
MEMORANDUM

TO : ALL CONCERNED EMPLOYEES

DATE : 07 February 1995

Please find attached a copy of the memorandum dated January 2, 1995 issued by the Manila International Airport Authority regarding the Amendment to MC No. 2 Series of 1991 Re-Rules and Regulations Governing NAIA ID/Pass Control System.

For your information and guidance.

ATTY. ANGELES T. WONG
Officer-in-Charge
Management Services
January 2, 1995

MEMORANDUM

TO : ALL CONCERNED

SUBJECT : Amendment to MC No. 2. Series of 1991
Re-Rules and Regulations Governing NAIA
ID/Pass Control System

Effective immediately, Item No. 7.5, Part VII of the above
captioned MC, is hereby amended to read as follows:

VII. Liabilities / Obligations of Card Holders / Access
Pass Holders.

7.5 It is prohibited to use the NAIA ID and/or "On
Duty" Access Pass to meet or send-off passengers.
Violators will be subjected to disciplinary
action, to wit:

For Non-MIAA employees:

1st Offense: Thirty (30) days suspension of NAIA
ID / Access Pass issuance.

2nd Offense: Cancellation of ID card / Access Pass
privilege and violator will be
permanently barred entry to the NAIA
complex.

For MIAA Employees:

1st Offense: Sixty (60) days suspension without
pay.

2nd Offense: Dismissal from the service.

Please be guided accordingly.

GUILLERMO G. CUNANAN
General Manager

CERTIFIED XEROX COPY

HARIE C. IMPERIAL
RECEIVED COPY
January 01, 1991

MEMORANDUM CIRCULAR No 2
Series of 1991

Subject: Rules and Regulations Governing NAIA ID / Pass Control System at NAIA

The following rules and regulations are hereby promulgated for the information and guidance of all concerned regarding security measures implemented at the IPT and ICT.

I. NAIA ID CARDS

1.1 All permanent and regular personnel of MIAA, Government Agencies, Airline companies, regular employees of tenant agencies and Concessionaires with functions allied to airport operations and with offices located within the IPT/ICT may apply for a NAIA ID at MIAA's ID and Pass Control Division. The MIAA reserves the right to approve or reject any application.

1.2 Persons issued a NAIA ID Card are required to display their cards conspicuously while inside the IPT/ICT premises. Persons refusing to display their respective ID cards shall not be allowed entry to the IPT and ID card confiscated. When so requested by the MIAA Security Force, persons duly issued with a NAIA ID card must show the same for verification purposes.

1.3 Cardholders must comply with the access limitation specified on the ID Cards.

1.4 Any person issued the NAIA ID must surrender the same to the ID and Pass Control Division upon termination of his/her employment. The same shall apply to all foreign diplomat upon expiration of their tour of duty. Heads of office shall be responsible for the surrender to the Authority of the ID cards issued to their resigned/terminated employees. NAIA ID shall be issued to new employees only upon the surrender of the ID of a replaced employee.
1.5 NAIA employees and contractors without access to the restricted area but who must be at the restricted area at a particular time of the day to perform an assigned task relative to his/her position, shall be allowed entry provided he/she carries with him a Job Order/Mission Order signed by his/her Supervisor.

1.6 The MIA Authority will not honor for entry purposes any Identification Card issued by any person or entity, private or government except those officially issued by the Authority (MIAA) or those ID's officially authorized by the Authority.

1.7 The MIA Authority through its General Manager, reserves the right to cancel or alter any Security ID Card at anytime if in its opinion such cancellation/alteration would be for public interest and/or security.

1.8 The NAIA ID Card of any person violating these rules and regulations shall be subject cancellation and/or to outright confiscation. A receipt will be issued by the confiscating Officer.

Types_of_ID

1. Permanent ID - regular NAIA ID
2. Transferable ID - O. B. Card

Classification_of_Transferable_ID

1. Diplomatic Transferable ID - controlled at Pass Control Office (Diplomatic Handling Center) and issued to Embassy staff with diplomatic status upon presentation of an Embassy letter of Authorization. Diplomatic identification card is deposited in exchange of the OB Card.

2. O. B. ID - issued to MIA Authority (5 Cards); General Manager (3 Cards); Assistant General Managers (1 Card each); Airline Companies (3 Cards each); controlled and issued by their respective Office Heads. OB cardholders are required to wear their company ID together with the OB Card and to carry with them Mission Order duly signed by the highest official of the Office/Agency authorizing the use of said OB pass. Cardholders without the Mission Order will not be allowed entry and the OB Card confiscated.
2.1 Non-ID holders shall be allowed entry into the IPT/ICT only upon procurement of an official access pass from the Pass Control Office. Companies and agencies not falling under the guidelines may be accredited upon request. Accreditation will be at the discretion of Management.

**Types of Access Pass:**

1. Monthly Access Pass
2. Visitor's Access Pass
3. On Duty Access Pass

**Pass Control Points:**

a) PCO I (Ramp) - Issues Visitor's access pass to persons on Official Business (OB) to IPT/Ramp/Pass/ICT

b) PCO II (Ramp) - Issues Duty access pass to employees working at IPT/ICT

c) DHC (Ramp) - Issues Visitor’s access pass to Embassy staffs (Non-diplomatic status) and Diplomatic OB cards to staffs with diplomatic status.

d) OB Counter (3rd Level) - Issues Visitor’s access pass to persons on Official Business at the 4th Level.

2.1.1 Pass Control Office I will grant Visitor’s access pass only to visitors on official business at the NAIA. Meeting or sending off of passengers will not considered as official business unless a prior formal request stating the need for such has been made and duly approved by the General Manager and/or the Manager, ID and Pass Control Division.

2.1.2 Visitors applying for a pass must state the purpose of their visit and will be required to deposit an ID Card, or any document sufficient to establish identity. Members of the Diplomatic Corps will be required to deposit their Diplomatic Identity Card. The MIA Authority reserves the right to reject any application for issuance of an access pass.
2.1.3 Visitors carrying firearms must surrender the same to the Security Police Officer at the entry points before entry into the IPT is allowed. A receipt will be issued for this purpose.

2.1.4 NAIA ID/Access pass holders must display their NAIA ID/Access pass conspicuously at the upper left chest at all times together with their company ID.

2.1.5 Upon termination of the visitor's official business transaction at the NAIA Complex, the access pass must be surrendered to the Pass Control Office. The visitor's ID will be returned only after the surrender of the issued access pass.

2.1.6 All "Duty ID/Access Pass" issued to employees by the Pass Control must be returned to the said Office at the end of their duty/shift each day.

2.1.7 Duty Access Pass holders are required to display the access pass conspicuously at the upper left chest at all times together with their respective company ID while on duty.

2.1.8 Employers shall strictly implement the MIAA rule that any employee who has completed his/her work duty must leave the NAIA premises immediately.

III. Permanent ID Card - Access Area Assignment, Distribution and Restriction

3.1 All MIAA officials from Division Manager up shall be issued ALL AREAS NAIA ID Cards. Other MIAA Officials whose duties and functions are related to the daily operations of the Airport shall be issued All Color ID Cards. All Station Managers of International Airlines shall likewise be issued All Color ID.

This rule will also apply to all other Offices, Companies, Agencies and Airline Companies whose offices are located at the IPT and whose function fall under Section III - 3.1 of this Circular.
3.2 Determination of access areas shall be based on the specific duties and functions of the personnel concerned, except for employees of service contractors whose access areas shall be based on contract areas specifically assigned to them.

3.3 Diplomatic ID shall be issued only to a duly accredited Embassy Official with the rank of Ambassador and/or Head of Mission, the Wife and the second highest Official of the Embassy and/or Mission. Issuance shall be subject to the approval of the Department of Foreign Affairs.

3.3.1. MIAA shall allot transferable diplomatic Visitors Cards which shall be available at the Pass Control Office (DHC) for the use of Embassy staff with diplomatic status. Authorization letter is submitted and identification card presented at DHC.

3.3.2 Holders of transferable Diplomatic ID Card will be allowed entry only to the following areas:

- Level 1 — Ramp
- Level 2 — Restricted Lobby/Customs Area/Conveyor Area/Holding Area and DFP
- Level 3 — Restricted Lobby/Terminal Fee Counter/Transit Lounge/DFP area

3.4 ALL COLOR cardholders will not be allowed entry to the restricted areas during occasions which require maximum security, unless special clearance is given by the General Manager.

IV. ID Fee

4.1 The fee for an ID Card shall be one hundred pesos (P100.00)

4.2 MIAA employees shall be issued IDs free of charge. In case of loss, second issue shall be at their own account.
4.3 Applicants for Diplomatic ID shall be charged the regular ID fee.

4.4 Cardholders requesting replacement of damaged ID shall be charged one hundred pesos (P 100.00).

V. LOSS OF ID

5.1 Loss of ID must be reported at once to the Pass Control Office. An affidavit of Loss duly certified by the Head of Office/Agency of the employee concerned shall be necessary for the replacement of the lost ID. The Office of Security and Emergency Services must be furnished a copy of the affidavit of loss. A new ID may be issued only after payment of the ID fee and the corresponding penalty fee. Waiver of penalty fee shall be subject to the approval of the General Manager.

5.2 Penalty Fee for Lost ID:

1. Initial Loss – P 250.00
2. Second Loss – P 500.00
3. Third Loss – Automatic disqualification of holder from further issuance of NAIA ID.

5.3 Penalty Fee for Lost OB Card (Transferable Card)

1. Initial Loss – P 1,000.00
2. Second Loss – P 2,000.00
3. Third Loss – Automatic disqualification of the Office/Company from further issuance of NAIA OB Card.

VI. LOSS OF DUTY/DB ACCESS PASS

6.1 Loss of Duty Access pass must be reported immediately to the Pass Control Office together with a letter of explanation. Explanation letter for loss duty access must be duly certified by the Head of Office/Agency of the employee concerned. The Office of Security and Emergency Services shall be furnished a copy of the explanation letter.
6.2 Penalty for lost/unreturned ID/Duty Access Pass
1. 1st Offense - 15 days suspension of access pass issuance
2. 2nd Offense - 30 days suspension of access pass issuance
3. Third Offense - Permanent barring from entering IPT/ICT.

6.3 Tampering of ID/access pass/monthly pass
1. Outright confiscation of ID/access pass; and
2. Permanent barring from entry to the NAIA complex.

VII. LIABILITIES/OBLIGATIONS OF CARHOLDERS/ACCESS PASS HOLDERS

7.1 Heads of offices shall be responsible for the conduct and behavior of their card bearing employees. Sanctions may include cancellation of their privileges to be issued NAIA ID.

7.2 ID cardholders shall not assist passengers at the restricted areas unless he/she carries a special pass secured from the Office of the General Manager.

7.3 A person wearing and OB ID must present to the sentinel at the entry point a Mission Order signed by the highest official of the Company/Agency/Department.

7.4 Visitors granted a pass must confine themselves to the area specified in their pass. Violation of this rule may subject the visitor to confiscation of his/her access pass and visitor may be permanently barred entry to the NAIA Complex.

7.5 It is prohibited to use the NAIA ID and/or "On-Duty Access Pass" to meet or send-off passengers. Violators will be subjected to disciplinary action, to wit:

1st Offense - Warning and written reprimand;
2nd Offense  -  Severe warning, second written reprimand and thirty (30) day suspension of NAIA ID/Access pass issuance;

3rd Offense  -  Employee shall be permanently barred entry to the NAIA Complex.

VIII. COLOR CODES

8.1 Color Code of Permanent ID Card

White  -  MIAA

Red  -  Diplomatic

Yellow  -  Government

Orange  -  Concessionaires/Private Companies/Contractors/Services

Blue  -  Airlines

Green  -  Military

8.2 Segmentation

Level 1 Red  -  Basement Parking Area including machine room;

Green  -  Tarmac/Runways/Taxiways

Level 2 Blue  -  Restricted arrival lobby

Red  -  Customs; Conveyor Area; Immigration Area; Holding Area; Duty Free Philippines; MIAA Operation Counter.

Green  -  East concourse up to East Satellite and West concourse up to West Satellite.

Level 3 Blue  -  Restricted Lobby; Airline Check-in Counter; Airline Offices; MIAA Operation Office; Immigration Office
Red - Terminal Fee Counter; Immigration Counter; Duty Free Philippines; Transit Lounge;

Green - East concourse including Airline VIP Lounge up to East Satellite and West concourse up to West Satellite including Airline VIP Lounge.

Level 4 Blue - Airline Offices; Office of Media Affairs and MIAA office;

Red - Viewdeck; Machineroom; Ramp Control P AG A S A ; FOB office.

Level 4 Red - International Cargo Building

Green - ICT Ramp

It shall be the responsibility of all agency heads at NAIA to properly inform their respective personnel of the rules and regulations contained herein. Strict compliance herewith is enjoined from all concerned.

The Manila International Airport Authority, thru its General Manager, may, from time to time, issue additional guidelines and/or change, amend, modify these rules.

All orders, memoranda and/or circulars inconsistent with the above rules and regulations are hereby rescinded.

For immediate compliance.

Eduardo O. Caffescoso
General Manager