



Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp BGen Rafael T Crame, Quezon City

MEMORANDUM CIRCULAR
NO.: 2020-026

13 APR 2020

**ENHANCED POLICIES AND GUIDELINES ON THE UTILIZATION
OF THE PNP ROTARY-WING AIRCRAFT**

1. REFERENCES:

- a. PNP Memorandum Circular (MC) No. 2018-008 "Policies and Guidelines on the Utilization of the PNP Air Assets" dated January 19, 2018;
- b. PNP MC No. 2015-002 re: Guidelines on the Issuance, Utilization, Maintenance, and Proper Disposition of PNP Mobility Assets dated March 2, 2015;
- c. Revised Philippine National Police Operational Procedures dated December 2013;
- d. PNP General Orders Number DPL-12-05 "Strengthening of Air Unit" dated May 10, 2012;
- e. PNP MC No. 2008-008 re: Procedure and Guidelines in the Utilization and Proper Disposition of Mobility Assets in the PNP dated July 8, 2008;
- f. Republic Act No. 9497 "An Act Creating the Civil Aviation Authority of the Philippines, Authorizing the Appropriation of Funds Therefor, and for other Purposes" dated March 4, 2008; PNP Memorandum Circular (MC) No. 2018-008 "Policies and Guidelines on the Utilization of the PNP Air Assets" dated January 19, 2018; and
- g. Memorandum from Chief, ORESS Section, PNP SAF Air Unit dated June 20, 2005 with subject Duties and Responsibilities.


2. RATIONALE:

This MC sets forth the policies, guidelines, and procedures on the utilization of the PNP Rotary-wing aircraft in order to enhance the flight mission/deployments in the different places of the country with utmost safety and security.

3. SITUATION:

PNP air assets offer an effective means of impacting law enforcement operation and public safety services. Air support for ground-based law enforcement resources can dramatically increase the safety of officers working on the ground, the effectiveness of the police response in fighting crime, and consequently, the security and well-being of the community. Air support gives ground officers an overwhelming advantage over their criminal opponents. The potential for rapid response and a

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GERARD M. HERNANDEZ
Police Major
Acting Admin Officer

"bird's eye" view of any situation bestow a degree of superiority that few criminals can overcome.

It has also the ability to monitor situations at the right time, right place and right strength of the law violators such as during civil disorders/public events, vehicle pursuits, large gatherings, traffic management, illegal drugs interdiction, etc.

PNP air asset is also considered as multi-functional because it can perform reconnaissance, surveillance, tactical support, emergency response and resource delivery. Furthermore, it can be utilized during search, rescue and relief operations in times of calamities, movement of PNP personnel in the conduct of police operations and perform administrative and other urgent field/staff flight missions.

From the past experience of the unprecedented crash of the PNP Bell 429 Helicopter on March 5, 2020 in Barangay San Antonio, San Pedro, Laguna that resulted in the injuries of its pilot, crew, and passengers, there is a need to enhance and update the existing policies and guidelines on the utilization of the PNP Rotary-wing aircraft in order to prevent the occurrence of similar incident.

4. PURPOSE:

- a. To provide and establish standard procedures and requirements on, before, during and after the conduct of flight operations; and
- b. To provide a definitive and consistent proper care and maintenance system in order to ensure the maximum serviceability and proper utilization of the PNP Rotary-wing aircraft.

5. DEFINITION OF TERMS:

- a. Administrative Mission – administrative support and logistics missions involving the transport or lifting of personnel, supplies, and equipment but not in support to combat operations, including platform for parachute jump and flower drop.
- b. Aircraft – is a machine that can fly by gaining support from the air. It counters the force of gravity by using either static lift or by using the dynamic lift of an aerofoil, or in few cases the downward thrust from jet engines.
- c. Aircrew – a licensed crew member charged with duties essential to the operation of an aircraft during the flight duty period.
- d. Any Open Space (AOS) - any suitable area for safe landing of the helicopter.
- e. Co-pilot – refers to the first officer (civil aviation), also known as the second pilot of an aircraft.



- f. Crew Mechanic – is a qualified aircrew who can perform field maintenance work on the aircraft.
- g. Flight Plan – is a specified information provided to air traffic services units, relative to an intended flight or portion of a flight of an aircraft.
- h. Flight Operation Officer – is a person designated by the operator to engage in the control and supervision of flight operation.
- i. Headwind – is a wind having the opposite general direction to a course of movement (as of an aircraft).
- j. Helicopter – is a type of a rotorcraft in which lift and thrust are supplied by rotors. This allows the helicopter to take off and land vertically, to hover, and to fly forward, backward, and laterally.
- k. Inspection – is the critical examination of an equipment to determine and report its condition.
- l. Instrument Flight Rule (IFR) – is one of two sets of regulations governing all aspects of civil aviation aircraft operations.
- m. Landing Zone (LZ) – is a zone designated for the landing of aircraft.
- n. Maintenance – are all actions taken to retain material in operational/serviceable condition. It includes inspection, testing, servicing, modification, rebuilding and reclamation.
- o. Maintenance Supervisor – is responsible for maintenance functions of assigned aircraft and is responsible for supervising day-to-day maintenance tasks on the aircraft, support equipment, and special tools.
- p. Notice to Airmen (NOTAM) – is a notice filed with an aviation authority to alert aircraft pilots of potential hazards along a flight route or at a location that could affect the safety of the flight.
- q. Pilot-In-Command (PIC) – is directly responsible for and is the final authority as to the operation of the aircraft.
- r. Pilot Second In Command – is directly responsible in assisting the PIC.
- s. Pre-flight Inspection – consists of checking the aircraft for flight readiness by performing visual examinations and operational tests to discover defects and maladjustments that, if not corrected, would cause accidents or aborted missions. This inspection is conducted before each flight to ensure the integrity of the aircraft for flight and to verify proper servicing. It is valid for a period of 24 hours provided no flight and no maintenance other than servicing occurs during this period.

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GERARD M HERNANDEZ
Police Major
Acting Admin Officer

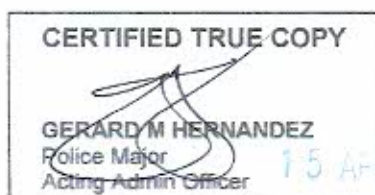
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- t. Preventive Scheduled Maintenance – pre-determined maintenance activities before equipment failure.
- u. Post-flight Inspection – is accomplished after each flight or ground operation of the aircraft. The post-flight inspection is mainly a check for obvious defects (hydraulic, fuel, and oil leakage or structural damage) and the installation of the necessary safety locks and pins.
- v. Repair – is to restore unserviceable equipment to operational/ serviceable condition by adjusting or replacing damaged or unserviceable parts, components or assemblies.
- w. Rotary-wing Aircraft – is a heavier-than-air flying machine that uses lift generated by wings, called rotary wings or rotor blades that revolve around a mast.
- x. Servicing – is a work on equipment consisting of cleaning, lubricating, replenishment of fuel, lubricant and cooling agent to ensure its proper operation.
- y. Uncontrolled Landing Area – is an area which is not covered with safety and security measures and does not have an operating control tower.
- z. Visual Flight Rules (VFR) – are a set of regulations under which a pilot operates an aircraft in weather conditions generally clear enough to allow the pilot to see where the aircraft is going. The pilot must be able to operate the aircraft with visual reference to the ground, and by visually avoiding obstructions and other aircraft. Usage of aircraft is from sunrise to sunset only.
- aa. Air Medical Services - is a comprehensive term covering the use of air transportation, aeroplane or helicopter, to move patients to and from healthcare facilities and accident scenes.

6. GUIDELINES AND PROCEDURES:

a. General Guidelines

- 1) Priority list for the utilization of PNP Rotary-wing aircraft:
 - a) First priority as listed below are the situations that shall be acted upon immediately over all other requests:
 - (1) Troop movement in support of internal security operations;
 - (2) Troop movement in support of special police operations;
 - (3) Troop movement in support of public safety operations;
 - (4) Troop evacuation during police operations in extreme emergency medical situation where the patient's condition is critical, an immediate evacuation to an established medical



facility is needed within six (6) hours or less as a lifesaving measure provided that the Pilot-In-Command shall closely coordinate with the ground troops to ensure safety of the flight; and

(5) PNP Air Medical Services

- b) Second priority – Administrative missions (i.e. CPNP, PNP Command Group Activities and others as approved by the CPNP) including maintenance flight (endurance or test flight).
- 2) Administrative missions shall be operated by dual pilots to ensure safety of the mission;
 - a) Pilot-In-Command (PIC) must be a rated holder of Commercial Pilot License Helicopter CPL (H) certified by Civil Aviation Authority of the Philippines (CAAP) on the type/rating of aircraft and must be accident-free for the last five years; and
 - b) Co-Pilot must be at least a holder of Private Pilot License-Helicopter PPL (H) certified by CAAP or Commercial Pilot License.
 - 3) PNP Rotary-wing aircraft shall be utilized according to its capabilities and for official purposes only;
 - 4) For first priority utilization of PNP Rotary-wing aircraft, The Directorate for Operations (TDO) is delegated as the approving authority. For second priority utilization (PNP Command Group activities and others), CPNP shall be the approving authority;
 - 5) Utilization of PNP aircraft during medical evacuation missions shall always be accompanied by a medical personnel;
 - 6) Only passengers listed in the flight plan/manifest are authorized to board the PNP aircraft;
 - 7) Administrative inspection shall be conducted by the Directorate for Logistics (DL) and Logistics Support Service (LSS) personnel as needed;
 - 8) PNP Rotary-wing aircraft shall be painted with the authorized PNP color and bear the appropriate body marking;
 - 9) All flight operations must cover the following:
 - a) Before flight
 - (1) Directive;
 - (2) Flight Plan;
 - (3) Flight Order;

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Police Major
Acting Admin Officer

(4) Pre-flight Inspection Report; and

(5) Piloted by duly licensed rated pilot designated by the C, Air Unit in the periodic Duty Detail of Pilot;

b) After flight

(1) After Flight Operation Report; and

(2) Post Flight Inspection Report.

10) There must be a contact (any means of communication) between the Pilots and the ground support or the most senior officer in charge on the Landing Zone (LZ).

b. Procedures: Flowchart on the Utilization of PNP Rotary-wing Aircraft (Annex A)

1) For first priority utilization of PNP Rotary-wing aircraft, PNP offices/units and other government agencies shall course their request to TDO. For second priority utilization of PNP Rotary-wing aircraft, request shall be coursed to the Office of the Chief, PNP for his approval;

2) If the request is approved, PNP Command Center, Directorate for Operations (PCC, DO) shall issue the flight directive addressed to Air Unit copy furnished the DL for logistical requirements;

3) If request is disapproved, TDO shall issue a Memorandum to the requesting office/unit on the status of the request;

4) Air Unit shall prepare and alert the crew complement to execute and accomplish the flight mission in accordance with the Flight Directive;

5) Pre-flight inspection shall be conducted by the Maintenance Supervisor of Air Unit to determine if the PNP Rotary-wing aircraft is ready for flight; and

6) After the completion of the mission, the PNP Rotary-wing aircraft shall immediately return to its base. Air Unit shall submit all the required documents such as After Flight Operation Report and Post Flight Inspection Report to DO within 24 hours.

c. Tactics and Proficiency:

1) Air tactics and maneuvers shall conform to the operations and limitations stated in the flight manual of the helicopter being used as well as normal flying techniques and standards for runway, mountain, pinnacle, ridgeline and building take-offs and landings;

2) Pilots are trained for Visual Flight Rules (VFR) Flying. Minimum required visibility en route and at scene is ½ mile horizontal, six

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Police Major
Acting Admin Officer

kilometres horizontal, and 500 feet vertical ceiling. However, in extreme emergency situations, pilots maybe authorized to perform Night VFR operations, provided that:

a) Pilots have maintained frequency in Night VFR, that is a minimum of 10 hours annually, of which, five (5) hours shall be flown every six months;

b) If the abovementioned minimum number of flying hours is not met but the pilots have flown Night VFR at least one sortie within the past three months, they may land at Night FVR conditions at a designated aerodrome equipped for night operations, as long as the take-off occurred before sunset;

c) Night VFR is in effect; and

d) Navigation instruments and landing/anti-collision lights of the aircraft are installed and operable.

3) Pilots shall undergo Night Flying training in preparation for extreme emergency situations where night landing might be performed.

d. Capabilities, Limitations, Safety Procedures and Landing Zone

1) Capabilities:

a) The PNP Rotary-wing aircraft can be utilized for aerial reconnaissance, patrol, medical evacuation, re-supply and insertion/extraction of combat troops, limited close air support (CAS), forward air control (FAC), command and control and other administrative and HADR missions;

b) It is equipped with Radio Communication System that is interoperable with communication equipment of the ground troops, other aircraft, Air Traffic Controller, and Headquarters; and

c) It is equipped to fly under Instrument Flight Rule (IFR) conditions.

2) Limitations:

a) Maximum gross weight, which shall depend on a number of factors such as pressure altitude, ambient temperature, wind condition, obstacle to be cleared at the take-off area, among others. The PIC shall make prudent assessment of leading considerations;

b) Altitude restriction of the aircraft during take-off, landing and during enroute flying;

c) Airspeed limitation of the aircraft manual; and

d) IFR and VFR restrictions shall be observed.

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GERARD M. HERNANDEZ
Police Major
Acting Admin Officer

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3) Safety Procedures:

- a) Safety during flight and on the ground is paramount. Any deviation from Notice To Airmen (NOTAM) and prescribed procedures, observed potential hazards, dangerous tendencies and characteristics, organizational shortcomings and failures, shall be reported;
- b) The PIC being the aircraft commander shall be responsible for the safety of the aircraft while engines are running. He/she shall exercise good judgment at all times taking note of the aircrafts and his/her own limitations. Likewise, he/she shall take note of and observe written rules/procedures carefully weighing both mission accomplishments and safety considerations;
- c) All ground support personnel shall consider safety as the overriding factor in all flight and ground operations; and
- d) Considerations for take-off and landing operation (Aircraft Manual):
 - (1) Wind – determine the approximate direction, wind speed and location of the demarcation line and the characteristics of the wind flow;
 - (2) Elevation – determine the elevation of the LZ that shall guide the pilot on the performance of the aircraft during take-off and landing in accordance with the Performance Planning Card (Never Exceed Speed – KIAS, Limit Manifold Pressure – In.Hg);
 - (3) Temperature – Free Air Temperature (FAT) has a factor in the performance of the aircraft. The higher the temperature, the higher the power requirements for landing and take-off;
 - (4) Power Availability – With the help of a Tabular Data and Performance Planning Card, the power available to land at Out-of-Ground Effect (OGE) or In-Ground Effect (IGE) could be measured by getting the LZ elevation and the aircraft gross weight;
 - (5) Approach Path – if possible, approaches to the landing spot shall provide a headwind condition and would allow a safe execution of go-around procedures. Security of the LZ must be available;
 - (6) Site (LZ) – determine the size (number of aircraft that can land), slope, suitability, surface debris and obstacles in and around the Landing Zone. Minimum size required is rectangular dimension of 43 x 24 meter for landing;



(7) Take-off Route – the characteristics needed for a good take off route is into the wind, over the lowest obstacles and affords good escape routes after the take-off; and

(8) Escape Routes – there shall be one or more escape routes along the approach path that can be used if a go-around is required.

4) Landing Zone:

a) There must be a primary LZ and an alternate LZ in every conduct of flight missions. The alternate LZ shall satisfy the parameters/requirements of the Primary LZ, or in extreme situations an AOS which has the same dimensions shall be provided; and

b) Ground contact with operating troops or ground crew is mandatory. No contact, no landing. Contact may be through radio or any means of communication, countersigns and symbols.

e. Responsibilities

1) Official User:

a) Ensure that no contrabands are loaded in the air asset that shall bring discredit to the PNP; and

b) Perform other tasks as directed.

2) Air Crew:

a) Pilot-In-Command (PIC)

(1) In charge for the overall operation of the aircraft, safety and security of the aircraft, safety of the passengers, and other crew members on board the aircraft for the duration of the flight mission;

(2) Conduct pre-flight safety briefing to the passengers which include passenger safety check and checklist briefing covering the flight time, condition while en route and in the destination, contingency actions of passengers in case of emergency situations;

(3) Account passengers and load manifests;

(4) Report any violation of his crew members to ORESS Section, PNP Air Unit;

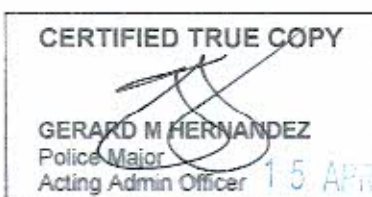
(5) Knowledgeable with the Civil Aviation Regulations (CAR), weather enroute, Notice to Airmen (NOTAM), and condition of the aircraft;

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GERARD M HERNANDEZ
Police Major
Acting Admin Officer

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- (6) Report to the Flight Operation Officer before the flight for any additional instructions; and
 - (7) Make final decision for the safe operation of the aircraft and accomplishment of the flight mission.
- b) **Co-Pilot (CP)**
- (1) Supervise the preparation of the aircraft one hour before the scheduled flight;
 - (2) Check the aircraft logbook for remaining time, noted discrepancies, and cleanliness of the aircraft and shall supervise the flight crew-mechanic for pre-flight and post flight inspections;
 - (3) Report any discrepancy noted to the PIC, supervise the repair of the said discrepancy and ensure that the same is properly logged at the aircraft logbook;
 - (4) Supervise the safe towing of aircraft to the flight line and inside the hangar;
 - (5) File the flight clearance, provide information to PIC regarding NOTAM and weather enroute, and ensure the presence/availability of fuel of all refuelling point;
 - (6) Ensure that the scheduled flight is covered by approved flight order from Air Unit and flight directives from TDO;
 - (7) Carry with him at all times the aircraft operating handbook, maps, plotter, checklist and other pilot equipment in every flight;
 - (8) Not be allowed to touch anything unless otherwise instructed to do so by the PIC;
 - (9) Conduct turns around check every engine shutdown, and shall supervise the refuelling of the aircraft;
 - (10) Conduct post flight inspection after the last flight of the day and shall inform the PIC of the general condition of the aircraft;
 - (11) Accomplish the After Flight Operations Report at the Flight Operation Office for documentation; and
 - (12) Ensure that the aircraft is secured and safe from any means that can cause damage to the aircraft.



c) Flight Crew/Mechanic

- (1) Ensure that the aircraft is ready for the flight one hour before the scheduled take off time and shall check the aircraft logbook for the remaining time, noted discrepancies as well as the cleanliness of the aircraft, must perform the pre-flight inspection, and release the aircraft if found to be airworthy;
- (2) Inform the Chief, Air Unit Maintenance Division (AMD), the PIC/CP of the condition of the aircraft if the discrepancy noted is a no-go item;
- (3) Immediately fix such and inform the PIC/CP of the condition of the aircraft if the discrepancy noted is a minor one;
- (4) Properly log in the aircraft logbook all discrepancies noted;
- (5) In charge of the needed equipment for the duration of the mission (e.g. gas pump, oil, hydraulic, life vest etc);
- (6) In charge in the safe towing of the aircraft at the flight line back to the hangar;
- (7) Designate a fire guard and shall see to it that the flight line is clear and free from obstructions;
- (8) Lead the safe path going in and out of the aircraft during loading and unloading of passengers;
- (9) Inform the PIC calmly using the headset to avoid panic of passenger if notices something abnormal in the aircraft during the flight;
- (10) Conduct turnaround check for the present condition of the aircraft every end of the flight;
- (11) In charge for the refuelling of the aircraft, conduct post-flight inspection and check the cleanliness of the aircraft at the end of the last flight of the day. If discrepancies have been noted during the post-flight inspection, he shall properly log the same in the aircraft logbook and inform the PIC/CP and immediately submit a report to the Chief, AMD pertaining to the condition of the aircraft; and
- (12) In charge of the security and safety of the aircraft at all times during bad weather or from other potential hazards that may cause damage to the aircraft.

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GERARD M. HERNANDEZ
Police Major
Acting Admin Officer

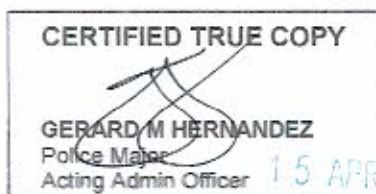
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3) Chief, Air Unit:

- a) In the absence of the Officially Designated Aircrew, C, Air Unit shall designate an emergency/alternate Aircrew other than the officially designated Aircrew;
- b) Ensure the mandatory conduct of a Technical Inspection of the PNP Rotary-wing aircraft during changing of Aircrew;
- c) Act immediately on the recommendation based on the After Flight Accomplishment Report and Post Flight Inspection Report and Technical Inspection Report from the Aircrew personnel and/or its equivalent service center in the area;
- d) Heads of Office and Supervisors are subsidiary liable in case of damage, loss and unserviceability of the PNP Rotary-wing aircraft resulting from illegal/unauthorized acts; and
- e) Heads of office shall provide funds for the proper care and maintenance of all PNP Rotary-wing aircraft programmed through its Maintenance and Other Operating Expenses (MOOE).

4) Ground Commander having jurisdiction on the Landing Zone (LZ) shall comply with the following parameters:

- a) Stability of the landing zone;
- b) For safety purposes, the surroundings of the LZ must have a rectangular dimension of at least **43 x 24 meter** and/or circular dimension with a diameter of **46 meter** of cleared area and the obstacles, if any must not be taller than 15-meter high and free from any flying objects such as drones, kites or the like;
- c) The landing zone and its immediate environment must be free from unnecessary human and animal presence, free from any polluting particles, heavy dust and any obstacles that may obstruct the visibility of the pilot and normal operation of the aircraft;
- d) Provide responsive Ground Marshall and security personnel during the landing and take-off. The ground marshall's position shall generally be facing the direction of the wind or facing the approaching aircraft on headwind direction. The Ground Marshall shall identify the wind direction to establish his position before the landing of the aircraft because landing operation is always facing the wind direction;
- e) Provide the grid coordinate, elevation, current weather condition and the wind direction in the LZ during the scheduled landing

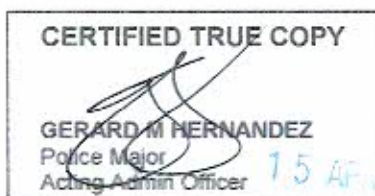


and take-off. Weather in the LZ shall meet the minimum conditions for flight operations and six (6) kilometer horizontal visibility;

- f) Provide contingency facilities and equipment such as appropriate fire truck responder, fire extinguisher, ambulance with Medical Crew compliment, vehicle battery power source for the electric fuel pump of the aircraft, as well as security and traffic coverage of the surroundings of the LZ during landing and take-off;
- g) Provide to the Chief, Air Unit additional information such as photos or videos of the landing site will be helpful, if possible, it can be sent through email address, messenger or Viber;
- h) The landing zone must be properly sprayed with water before landing and take-off if there is a presence of sand/dust, and newly cut grass shall be removed to prevent downwash effect;
- i) If there are two or more aircraft that will land simultaneously, the dimension of the LZ shall at least be doubled or tripled, depending on the number of aircraft;
- j) The LZ must meet the standards set on this MC, otherwise, the PNP Pilots reserve the right to disapprove the proposed LZ and recommends another landing site; and
- k) Provision for security measures.

5) Other Responsibilities:

- a) All PNP pilots and aircrew controlling PNP Rotary-wing aircraft shall comply with all rules and regulations. They shall at all times constantly employ care and courtesy, and shall navigate/control air asset in a safe and professional manner. In case of violations of the rules and regulations hereof, disciplinary actions shall be taken;
- b) No PNP Pilot shall operate a PNP Rotary-wing aircraft under the following circumstances:
 - (1) Under the influence of alcohol/prohibited and regulated drugs or other intoxicating substances; and
 - (2) Piloting impaired due to physical or medical condition.
- c) Before flight mission, pilot must have contingency action plan on different scenarios which shall be conducted during preflight;
- d) PIC shall check the operational status of the PNP Rotary-wing aircraft;



- e) Check the checklist of authorized flight by the C, Air Unit through the C, Flight Operations;
- f) Ensure the availability of logistical requirements particularly fuel for the duration of the whole flight;
- g) Check the placement or positions of passengers and cargo weight and balance by Flight Crew;
- h) PIC shall be aware on the current weather conditions;
- i) Flight Crew shall be aware of the flight obstacles;
- j) Flight Crew shall be aware of the hazards before landing and take-off; and
- k) Chief, Air Unit shall check the current medical, mental, physical and psychological condition of the pilot and crew through compliance on "Go or No Go" Checklist.

f. Tasks:

1) DO

- a) OPR on the implementation of this MC;
- b) Ensure strict implementation of the procedures on the utilization of PNP air asset during the conduct of police operations and for other purposes;
- c) TDO shall approve the flight request (first priority);
- d) PCC, DO to issue flight directive addressed to Air Unit;
- e) PCC, DO to collate all After Flight Operation Reports submitted by Air Unit;
- f) Update and maintain the list of suitable Landing Zones copy furnish Air Unit; and
- g) Perform other tasks as directed.

2) DPRM

- a) Responsible for the recruitment of qualified civilian pilots through Lateral Entry Program;
- b) Program for the recruitment of aircraft maintenance technician; and



c) Perform other tasks as directed.

3) DC

- a) Allocate funds necessary for the implementation of this MC;
- b) Formulate a program for the inclusion of regular fund support necessary for the operations of the PNP Rotary-wing aircraft;
- c) Allocate funds for the Flight Safety Operations Training (FSOT) and training proficiency of pilots, aircraft maintenance technician; and
- d) Perform other tasks as directed.

4) DL

- a) Provide logistical requirements for the implementation of this MC;
- b) Responsible for the programming or regular maintenance and repair of PNP Rotary-wing aircraft;
- c) Design the Helicopter Landing Sites (HLS) to be followed by all camps/stations;
- d) Facilitate the Memorandum of Agreement (MOA) between the PNP and Philippine Air Force (PAF) for borrowing/loan of Avgas or JET-A1 Fuel;
- e) Facilitate the updated insurance of the aircraft and its registration with CAAP; and
- f) Perform other tasks as directed.

5) DHRDD

- a) Facilitate the conduct of basic pilot training (fixed wing aircraft and rotary) by a certified and accredited flying school;
- b) Facilitate the conduct of transition training of available fixed wing pilots and rotary pilots;
- c) Facilitate the conduct of proficiency/recurrent training of the Pilots and Aircraft Maintenance Technician (Crew) every two (2) years;
- d) Design a standard training package of FSOT in coordination with DO, PNPTS, and SAF;
- e) Include the FSOT as part of the mandatory specialized course in the Mandatory Training Action Plan/Regional Training Action Plan; and

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GERARD M. HERNANDEZ
Police Major
Acting Admin Officer

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f) Perform other tasks as directed.

6) PROs

a) Designate Provincial Director/City Director as Ground Commanders on the LZ. In extreme cases where the PD/CD is not available, the COP who has jurisdiction over the LZ shall act as Ground Commander;

b) Provide responsive Ground Marshall during the landing and take-off;

c) Provide the current weather condition and the wind direction in the landing zone during the scheduled landing and take-off;

d) Provide contingency facilities such as appropriate fire truck responder, fire extinguisher, ambulance with Medical Crew compliment, vehicle battery power source for the electric fuel pump of the aircraft, as well as security and traffic coverage of the surroundings of the LZ during landing and take-off;

e) Provide at least one security organized into eight-man team to ensure the safety of the deployed aircraft on the ground or uncontrolled landing area;

f) Train at least one eight-man team from Regional Mobile Force Battalion (RMFB), one team from Mobile Force Company (MFC) per province and one personnel per Police Station for FSOT; and

g) Perform other tasks as directed.

7) SAF

a) Design a Program of Instruction (POI) for FSOT in coordination with the DHRDD;

b) Conduct Trainor's Training for FSOT;

c) Organize a mobile training team for FSOT;

d) Assess the location of identified LZ; and

e) Perform other tasks as directed.

8) Air Unit

a) Air Unit to execute and accomplish the flight mission in accordance with the Flight Directive;

b) The Chief, Air Unit should coordinate with PCC, DO and request for Flight Clearance stating the following: name of pilot and passengers, body number of helicopter, purpose, destination,

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GERARD M. HERNANDEZ
Police Major
Acting Admin Officer

estimated flight time for each destination and the logistical requirements;

- c) Coordinate with the CAAP for air laws, rules, regulations and instructions;
- d) Pilot shall confirm with the PCC before take-off and upon arrival at their point of destination for flight recording;
- e) Submit After Flight Operations Report to PCC, DO every Flight Directive issued by DO, PCC; and
- f) Perform other tasks as directed.

9) AVSEGROUP

- a) Provide ground support at airports as requested;
- b) Facilitate access to airports and provide other assistance to Air Unit aerial work operations within airport AOR;
- c) Assess the location of identified LZ in the airports; and
- d) Perform other tasks as directed.

7. PROCEDURES:

Any PNP personnel who will be found to have violated any of the provisions set forth in this MC shall be administratively charged.

8. REPEALING CLAUSE:

All issuances, memoranda, rules and regulations issued by the PNP inconsistent herewith are deemed repealed or amended accordingly.

9. EFFECTIVITY:

This MC shall take effect after 15 days from filing a copy thereof at the UP Law Center in consonance with Section 3, Chapter 2, Book VII of Executive Order 292 otherwise known as the "Revised Administrative Code of 1987," as amended.



Archie Francisco F. Gamboa
ARCHIE FRANCISCO F GAMBOA
Police General
Chief, PNP

CPNP 1/18/20 S081476

S081476

Distribution:

- Command Group
- D-Staff
- P-Staff
- RD, PROs
- D, NSUs

CERTIFIED TRUE COPY

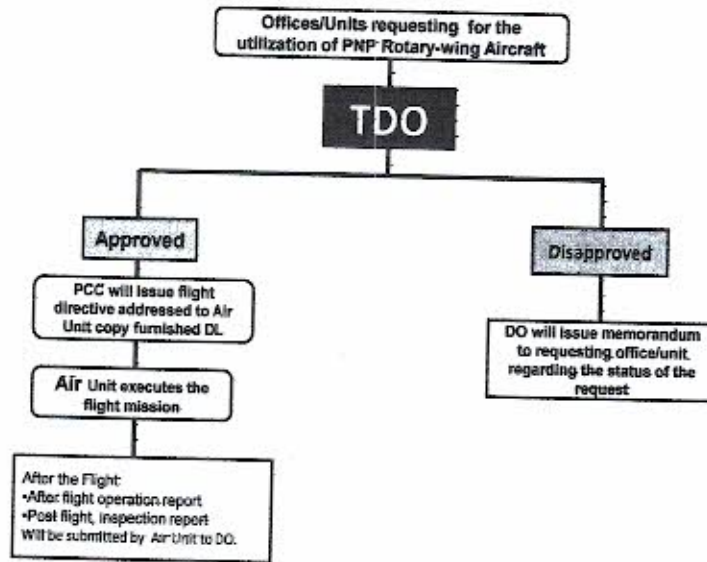
Gerard M. Hernandez
GERARD M HERNANDEZ
Police Major
Acting Admin Officer

15 APR 2020

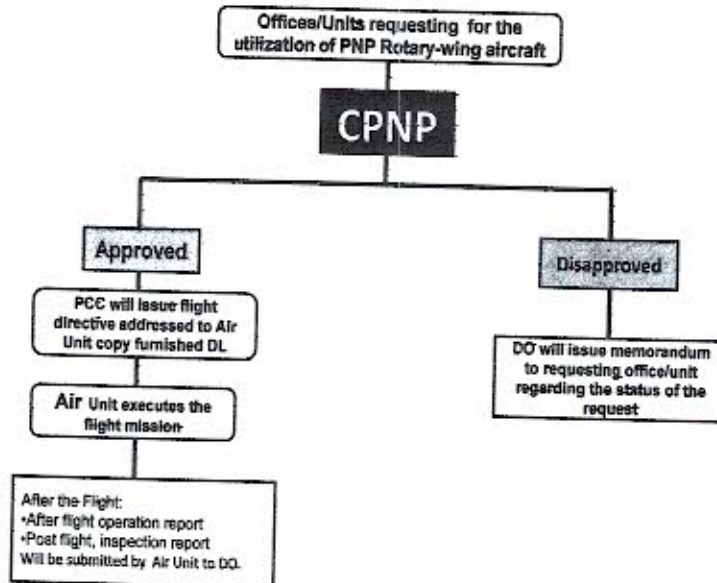
FOR FIRST PRIORITY

Annex A

FLOWCHART ON THE UTILIZATION OF PNP ROTARY-WING AIRCRAFT



FOR SECOND PRIORITY

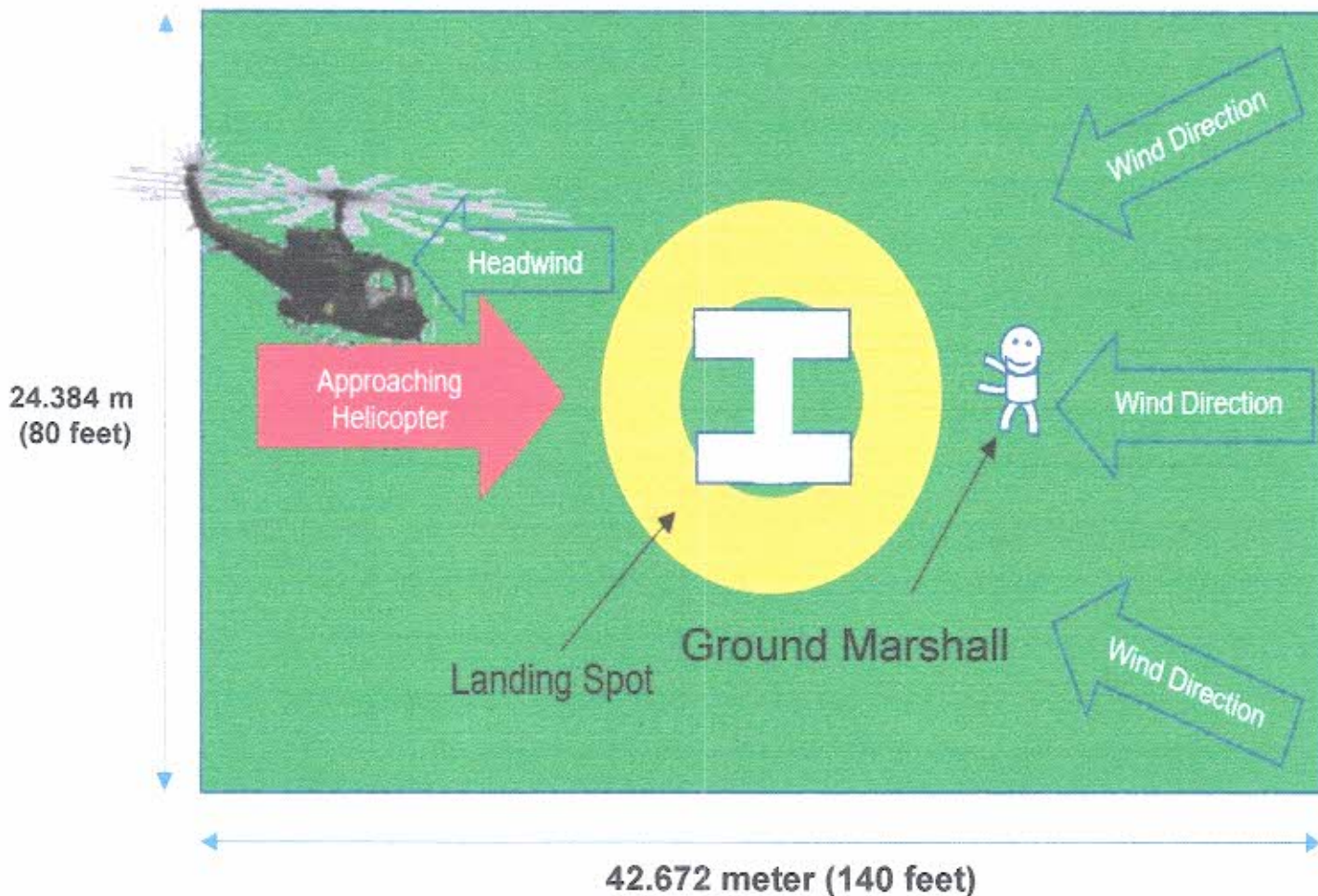


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GERARD M HERNANDEZ
Police Major
Acting Admin Officer

15 April 2020

LANDING ZONE DIMENSION FOR ONE (1) AIRCRAFT



CERTIFIED TRUE COPY

[Signature]

GERARDO M HERNANDEZ
Police Major
Acting Admin Officer

15 APR 2026