



**PROCESS FLOW**

Name of Transaction: **CONDUCT OF KNOWLEDGE TEST**

<b>Office/Division:</b>	<b>AIRMEN EXAMINATION BOARD - FSIS</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Airmen			
<b>Checklist of Requirements</b>		<b>Where to Secure</b>		
1. Original Database/Examination Permit duly signed and issued by the Licensing Certification Department (LCD)		Licensing and Certification Department (LCD)		
2. CAAP-FSIS-AEB-002 form		Airmen Examination Board		
3. Official Receipt		Cashier		
4. Any Government Issued ID		Client		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Proceed to Window 1 and submit requirements	1. Receive and check completeness of documents.	None	3 minutes/ client	AEB Staff on Duty (Admin Assistant)
	2. Counter check schedule in the AEB Online Scheduling Portal.	None	3 minutes/ client	AEB Staff on Duty (Admin Assistant)
	3. Provide CAAP-FSI-AEB-002 Form	None	1 minute/ client	AEB Staff on Duty (Admin Assistant)
2. Fill-out form and submit to Window 1	4. Receive form and check the subjects to be taken. (CAAP-FSI-AEB-002)	None	2 minutes/ client	AEB Staff on Duty (Admin Assistant)
	5. Fill-out AEB Examination Stub and forward to the Examiner-in-Charge.	None	2 minutes/ client	AEB Examiner (Test Specialist)
	6. Encode information and generate Exam ID and Password	None	5 minutes/ client	AEB Examiner In Charge (Test Specialist)
3. Proceed to Exam Room for AEB manual log-in.	7. Assist applicant for proper log-in information	None	2 minutes/ client	AEB Proctor



Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
4. Proceed to the assigned workstation and take the exam	8. Brief proper way of usage of examination application and examination rules and regulations and oversee the examination proper.  <i>(Please refer to AEB Operations Manual Chapter 10)</i>	None	<i>Depends on the examinee and number of subjects taken</i>	AEB Examiner / Proctor
5. Advise proctor once exam is completed by raising a hand and proceed for manual log-out	9. Record the rating of the examinee at the CAAP-FSI-AEB-002 Form and affix his/her signature  <i>Note: If rating is <b>failed</b>, retake schedule will be after three (3) working days for ratings 60% and above and five (5) working days for 59% and below.</i>  <i>(Please refer to AEB Operations Manual Chapter 14)</i>	None	2 minutes/client	AEB Examiner Proctor
<b>OPTION:</b> Client may opt to have an early retake on failed subject/s.	Provide Request for Early Retake form (CAAP-FSI-AEB-007) and instruct to proceed to the Office of the Chief, AEB for approval.	None	5 minutes/client	AEB Examiner Proctor
Fill-out form given and proceed to the Office of the AEB Chief for approval.	Approval/disapproval of request according to the existing <i>AEB Manual Rules on Request on Early Retake</i> .	None	2 minutes/client	AEB Chief



Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
	10. Provide application form for issuance of Knowledge Test Report (TR) (CAAP-FSIS-AEB-003) and instruct to submit at the AEB Admin Office	None	2 minutes/client	AEB Staff-on-duty
<b>Total:</b>		<b>None</b>	<b>1 hour and 59 minutes</b>	

Prepared by:

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FOO Examiner II

Noted by:

**CAPT. ROMIE L. BRIONES**  
Department Manager III



**PROCESS FLOW**

**Name of Transaction:** ISSUANCE OF KNOWLEDGE TEST REPORT (TR)

<b>Office/Division:</b>	<b>AIRMEN EXAMINATION BOARD - FSIS</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Airmen			
<b>Checklist of Requirements</b>		<b>Where to Secure</b>		
1. Original Database/Examination Permit duly signed and issued by the Licensing Certification Department (LCD)		Licensing and Certification Department (LCD)		
2. CAAP-FSIS-AEB-002/003 Form		Cashier		
3. Official Receipt of TR Fee				
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Proceed to AEB Admin Office and submit documents for Knowledge Test Report (TR) application.	1. Provide application form for the Knowledge Test Report (TR). (CAAP-FSIS-AEB-003).	None	5 mins/client	AEB Staff-on-Duty
2. Fill-out application Form and submit.	2. Receive and check completeness of documents. Verify examination history/complete examination result in the AEB Tracking System.	None	7 mins/client	AEB Staff-on-Duty
3. Receive Acknowledgement Slip	3. Issue Acknowledgment Slip stating the release date of the TR.	None	3 mins/client	AEB Staff-on-Duty
	4. Encode received TR application in the AEB Tracking System and tag as RECEIVED		3 mins/client	AEB Staff-on-Duty
<b>OPTION:</b> Applicant may apply for Temporary Knowledge Test Report while waiting for the Original TR.				
	5. Photocopy Database/Examination Permit and print examination history	None	10 mins/client	Computer Technician Analyst or Test Specialist
	6. Prepare Temporary Knowledge Test Report		3 mins/client	Test Specialist

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
	7. Endorse Temporary Knowledge Test Report to Chief, AEB for signature		3 mins/client	Chief, AEB
4. Present valid ID	8. Release Temporary Knowledge Test Report (TR)	None	2 mins/client	AEB Staff-on-Duty
<b>TOTAL:</b>		None	<b>36 minutes</b>	

PHASE II:

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
	1. Print examination history		Batch of 15-30 applications	Computer Technician Analyst
	2. Encoding of Knowledge Test Report (TR) No. in each application.		Batch of 15-30 applications	Encoder
	3. Computer generation of Knowledge Test Report (TR) (Encoder to affix initial in each TR)		Batch of 15-30 applications	Encoder
	4. Generate list of applicants from AEB Tracking System		Batch of 15-30 applications	Encoder
	5. Endorsed computer generated Knowledge Test Report (TR) to AEB Auditor for final audit		Batch of 15-30 applications	Encoder
	6. Receive and Audit the prepared (TR) (Auditor to affix initial in each TR)		Batch of 10-30 applications	AEB Auditor
	7. Update list of Audited TR in the Tracking System and tag as AUDITED		Batch of 10-30 applications	AEB Auditor
	8. Forward prepared TR to Chief, AEB for signature, After which all signed TR will be tag as SIGNED in the AEB Tracking System		Batch of 10-30 applications	Chief, AEB
	9. Dry seal all signed TR and arrange according to Aviation School/Company folder for easy retrieval		Batch of 15-30 applications	AEB Staff- on-duty

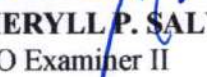


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Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Present Acknowledgment Slip, any valid ID or authorization	10. Release TR to applicant. Encode in the AEB Tracking System and tag as RELEASED.		5 mins/client	AEB Staff- on-duty
<b>TOTAL:</b>		None	<b>2 days and 41 minutes</b>	

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**PROCESS FLOW**

**Name of Transaction: ONLINE SCHEDULING OF EXAMINATION AND PAYMENT QUEUING**

<b>Office/Division:</b>	<b>AIRMEN EXAMINATION BOARD - FSIS</b>	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Airmen	
<b>Checklist of Requirements</b>		<b>Where to Secure</b>
1. Original Database/Examination Permit duly signed and issued by the Licensing Certification Department (LCD)		Licensing and Certification Department (LCD)
2. Examination Fees		Cashier
<b>Type of License</b>	<b>Rate per Subject</b>	
RPAS	P 230.00	
PPL/PPL (H)	P 230.00	
CPL/CPL (H)	P 340.00	
Instrument Rating	P 340.00	
Additional Rating	P 450.00	
ATPL/ATPL (H)	P 450.00	
MPL	P 450.00	
Flight/Ground Instructor	P 450.00	
FEL	P 450.00	
Flight Dispatcher	P 140.00	
ASOL	P 340.00	
ATC	P 340.00	
AMT	P 230.00	
ATSEP	P 340.00	
AMS	P 230.00	

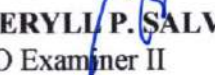
**PHASE I: ONLINE SCHEDULING OF EXAMINATION**

<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Proceed to AEB Admin Office and present Data base print-out /Permit.	1. Assist applicant in the registration of the Online Exam Schedule at the AEB Portal or scan QR Code. (As needed)	None	2 minutes	AEB Staff-on-Duty
2. Access the AEB Portal via link: <a href="http://aeb.caap.gov.ph">aeb.caap.gov.ph</a> or scan QR Code for the registration in AEB Online Scheduling System	2. Brief applicant for the proper log-in and desired date of examination.		5 minutes	AEB Staff-on-Duty
	3. Advise applicant to proceed to Window 2 of AEB Information for the payment requirements.	None	2 minutes	AEB Staff-on-Duty



Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
<b>OPTION:</b>  Applicant may avail the walk-in examination on a First Come First Serve basis. AEB will ONLY accommodate 20 walk-in applicants a day.		None	5 minutes	AEB Staff-on-Duty
	<b>Total:</b>	<b>None</b>	<b>17 minutes</b>	
<b>PHASE II: PAYMENT QUEUING</b>				
1. Proceed to Window 2 for checklist	1. Issue checklist for Order of Payment Slip (OPS) CAAP-FSIS-AEB-001		5 minutes	AEB Staff On Duty
2. Proceed to Collection	2. Issue Order Payment Slip	Please refer to Checklist of Requirements		Collection Officer-on-Duty
3. Proceed to Cashier	3. Receive payment	Please refer to Checklist of Requirements		Collection Officer-on-Duty
	4. Issue Official Receipt (OR)			Collection Officer-on-Duty
4. Proceed to AEB Window 1 on the scheduled date of exam	5. Receive documents and check schedule dates of exam	None	5 minutes	AEB Staff-on-Duty
	<b>Total:</b>	<b>None</b>	<b>10 minutes</b>	

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