



Republic of the Philippines  
**MANILA INTERNATIONAL AIRPORT AUTHORITY**

MIAA Administration Building, MIA Road Pasay City, Metro Manila

OCT 11 2016

MEMORANDUM CIRCULAR NO. 06-M

Series of 2016

**SUBJECT : MAINTENANCE OF PASSENGER OPERATIONS DATA**

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**GENERAL**

1. MIAA is mandated to maintain accurate data involving aircraft and passenger movements, loading and unloading of cargoes and other airport related operations necessary for plans, programs and projects particularly in support of the following:
  - a. Formulation of policies;
  - b. Infrastructure changes and flight and passenger movements;
  - c. Validation of aircraft flight and passenger data and other purposes.

**PURPOSE AND SCOPE**

2. This Memorandum Circular (MC) provides for the systems and procedures in maintaining a uniform data gathering and accurate recording of data on domestic and international passenger operations.

**DEFINITION OF TERMS**

3. As used in this MC, the following terms shall mean:
  - a. **Air Carrier** - refers to an airline engaged in international or domestic commercial flights at NAIA.
  - b. **Extra Crew** – refers to additional crew and/or operating crew of the Air Carrier listed in the flight's General Declaration.
  - c. **Flight Operations** – refers to the movement of aircraft between and through airports, schedule time of arrival/departure of flights, airport facilities and passenger load.
  - d. **Infant** – refers to any child who is below two (2) years old at the time of departure.
  - e. **Internationally Recognized Exempted Passenger** – refers to infants, flight and extra crew.
  - f. **Locally Recognized Exempted Passenger** – refers to the departing passengers travelling as:
    - 1) Overseas Filipino Workers (OFW);
    - 2) Muslim Pilgrims;
    - 3) Philippine Sports Commission (PSC) Delegates;
    - 4) Others, as authorized by law and the Office of the President.
  - g. **MIAA PC Based System** – refers to the Passenger and Flight Statistics System, a data base which keeps electronic record of flight and passenger statistics.

- h. **Terminal Operations Personnel (TOP)** – refers to the personnel designated by the Bloc Heads to record and maintain passenger load data at their respective Terminals.

## **POLICIES**

4. Data on flight and passenger operations must be uniform and available at all times. When required, the release of such data to government and private concerns shall be made by the Media Affairs Division (MAD) through official channels.
5. All information on flights and passengers shall be centrally controlled at the Plans and Programs Division (PPD) to forestall a situation where conflicting data are passed on to the government, private agencies and the general public.

## **SYSTEMS AND PROCEDURES**

6. After each flight, TOP collects the boarding passes surrendered by the Air Carrier Representative, and will count the same in the presence of the Air Carrier Representative.
7. TOP and Air Carrier Representative shall jointly accomplish the Flight Checklist and duly certify to the correctness that contains the following information:
  - a. Actual passenger load;
  - b. Number of Internationally Recognized Exempted Passenger (Infant, Extra crew);
  - c. Number of Locally Recognized Exempted Passenger (OFW, Muslim Pilgrims, PSC Delegates, Others as authorized by law and the Office of the President).
8. TOP encodes all data from the Flight Checklist on a daily basis in the Passenger and Flight Statistics System of MIAA (*MIAA PC Based System*). All accomplished Flight Checklists, including boarding passes, will be filed and retained by the Terminal Operations (TOs) for future reference.
9. The data collected shall be submitted/forwarded (through Lotus Notes) by TOs to PPD for the preparation of the "Monthly Summary of Flights and Passengers Data (MSFPD) Report".
10. The PPD shall forward the report generated to concerned Terminal Manager (TM) for signature on or before the 5th day of the following month. After signing, the report is returned to PPD on or before the next day thereafter.

## **RESPONSIBILITY**

11. The TOs of Terminals 1, 2, 3 and 4 shall record and maintain flight operations data on a daily basis including passenger statistics in their respective Terminal.
12. The PPD shall provide the AGM for Operations, AGM for Airport Development and Corporate Affairs, AGM for Finance and Administration, Internal Audit Services Office, MAD, and the TMs a monthly consolidated flight and passengers data on or before the 10<sup>th</sup> day of the following month.
13. The Collection Division provides data of MIAA issued Certificate of Exemption to TOG per Terminal. They will also coordinate with PPD and TOs for the passenger load data for the checking/verification during remittance.
14. The TMs shall look into the control and management of personnel involved in this undertaking to ensure completeness and accuracy of data gathered.
15. The MISD shall ensure that the computer system used by the PPD and concerned Offices under TOs are maintained and operational at all times thru a regular

maintenance check. This is to ensure that flight and passenger data files are timely and accurately encoded and transmitted at all times.

16. The MAD is authorized to release official information on flight and passenger operations data to government agencies and to the general public provided, that such issuance is with prior approval of the General Manager.

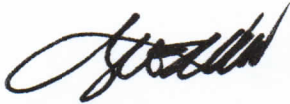
### **SUPERSEDING CLAUSE**

17. All MIAA issuances inconsistent herewith and existing similar processes in gathering of flights and passengers data are superseded or modified accordingly.

### **EFFECTIVITY**

18. This MC shall take effect immediately.

For strict compliance.



**EDDIE V. MONREAL**  
General Manager

