



Department of National Defense
PHILIPPINE AEROSPACE DEVELOPMENT CORPORATION
MAINTENANCE PROCEDURE MANUAL



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CHAPTER 5

PERSONNEL



PERSONNEL

5.1 LIST OF PADC KEY PERSONNEL as of 23 February 2021

NAME		POSITION/ TITLE
1.	RAYMOND L. MITRA	- Acting President & CEO Philippine Aerospace Development Corporation
2.	ROSEMARIE I. CRUZ	- Officer-In-Charge Management Audit Division – MSD
3.	FLORDELINO V. FAHIGAL	- Officer-In-Charge Quality Assurance Department
4.	MARC ANDREW B. LINA	- Officer-In-Charge Maintenance & Engineering Department
5.	JOSEFA R. CABANGANGAN	- Officer-In-Charge Comptroller Department
6.	ANNIE N. BERSAMIRA	- Officer-In-Charge Administrative Services Department
7.	MAGIE R. CRUZ	- Officer-In-Charge Treasury Department



PERSONNEL

5.2

LIST OF QUALITY ASSURANCE PERSONNEL

As of May 16, 2021

QUALITY ASSURANCE DEPARTMENT

OFFICE OF THE OFFICER-IN-CHARGE

NAME	POSITION	RATING & LICENSE NO.
1. FLODELINO V. FAHIGAL	Officer-In-Charge Aircraft / Structural / Line Maintenance / Propeller & Undercarriage / Machine / Engine Overhaul / REI / Calibration & Accessories / Store 3 Inspector	CAAP A&P 116342-AMT
2. RICARDO T. MAGBANUA	Senior Inspector Aircraft / Structural / Line Maintenance / Calibration & Accessories / Machine / Propeller & Undercarriage / Electrical / Test Cell / NDT / Store 3 Inspector	CAAP A&P 119257-AMT

DETAILED QUALITY ASSURANCE INSPECTOR

NAME	POSITION	RATING & LICENSE NO.
1. ROGER B. SISIK	Line Maintenance Inspector	CAAP A&P 119256-AMT
2. TEODORICO M. HICBAN	Line Maintenance Inspector	CAAP A&P 106581-AMT
3. ELMER T. ECLARINAL	Line Maintenance Inspector	CAAP A&P 111344-AMT
4. MARC ANDREW B. LINA	Line Maintenance Inspector (Propeller & Undercarriage)	CAAP A&P 126267-AMT
5. FRANCIS ERICK R. EBASCO	Line Maintenance Inspector	CAAP A&P 108288-AMT CAAP NDT 108288-AMS
6. ANGELINA M. OLIQUIANO	NDT Inspector	CAAP A&P 110531-AMT CAAP NDT 110531-AMS



PERSONNEL

5.3

LIST OF TECHNICAL PERSONNEL

As of February 23, 2021

MAINTENANCE & ENGINEERING DEPARTMENT

OFFICE OF THE OFFICER-IN-CHARGE

NAME	POSITION	RATING & LICENSE NO.
1. MARC ANDREW B. LINA	Officer-In-Charge Maintenance & Engineering Department	CAAP A&P 126267-AMT

TECHNICIANS/MECHANICS

NAME	POSITION	RATING & LICENSE NO.
1. ALARCON, CONRADO T. JR.	Aircraft Maintenance Specialist B	CAAP A&P 115057-AMT
2. AGUILA, RICHARD F.	Aircraft Maintenance Specialist C	CAAP A&P 109601-AMT
3. AMION, AGAPITO II S.	Aircraft Maintenance Specialist C	CAAP A&P 106582-AMT CAAP NDT 106582-AMS
4. ECLARINAL, ELMER T.	Aircraft Maintenance Specialist B	CAAP A&P 111344-AMT
5. RAGO, MARIO L.	Aircraft Maintenance Specialist B	CAAP A&P 107134-AMT
6. VILLAFUERTE, ERDI E.	Aircraft Maintenance Specialist B	CAAP A&P 100155-AMT CAAP Propeller 100155-AMS CAAP NDT 100155-AMS



PERSONNEL

5.4 LIST OF TECHNICAL PERSONNEL

As of As of May 16, 2021

MANUFACTURING DEPARTMENT

OFFICE OF THE OFFICER-IN-CHARGE

NAME	POSITION	RATING & LICENSE NO.
	Officer-In-Charge Manufacturing Department	

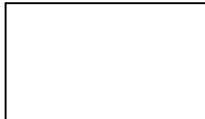
TECHNICIANS/MECHANICS

NAME	POSITION	RATING & LICENSE NO.
1. DELGADO, RODEL M.	Aircraft Production Specialist B	CAAP Airframe 102632-AMT
2. CAÑESO, WINEFREDO C.	Aircraft Production Specialist B	CAAP Electronics & Instruments 103975-AMS
3. HICBAN, TEODORICO M.	Aircraft Production Specialist B	CAAP A&P 106581-AMT
4. EBASCO, FRANCIS ERICK	Aircraft Production Specialist C	CAAP A&P 108288-AMT CAAP NDT 108288-AMS
5. OLIQUIANO, ANGELINA M.	NDT Technician	CAAP NDT 110531-AMS CAAP A&P 110531-AMT
6. SISIK, ROGER B.	Aircraft Production Specialist B	CAAP A&P 119256-AMT



PERSONNEL

5.5 LIST OF AUTHORIZED INSPECTION PERSONNEL (QUALITY ASSURANCE DEPARTMENT)



ELMER T. ECLARINAL

Stamp - PADC 072

CAAP A & P License No. 111344-AMT



RICARDO T. MAGBANUA

Stamp – PADC 060

CAAP A & P License No. 119257-AMT



ROGER B. SISIK

Stamp – PADC 078

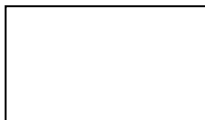
CAAP A & P License No. 119256-AMT



FLORDELINO V. FAHIGAL

Stamp – PADC 085

CAAP A & P License No. 116342-AMT



TEODORICO M. HICBAN

Stamp – PADC 084

CAAP A & P License No. 106581-AMT



MARC ANDREW B. LINA

Stamp – PADC 092

CAAP A & P License No. 1126267-AMT

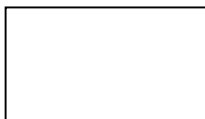


ANGELINA M. OLQUIANO

Stamp – PADC 082

CAAP NDT License No. 110531-AMS

CAAP A&P License No. 110531-AMT



FRANCIS ERICK R. EBASCO

Stamp – PADC 088

CAAP NDT License No. 108288-AMS

CAAP A&P License No. 108288-AMT



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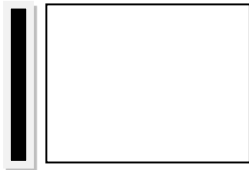
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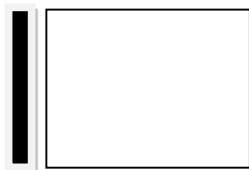
PERSONNEL

5.6 LIST OF AUTHORIZED PERSONNEL (MAINTENANCE & ENGINEERING DEPARTMENT)



MARC ANDREW B. LINA
Officer-In-Charge
Maintenance and Engineering Department

LIST OF AUTHORIZED PERSONNEL (MANUFACTURING DEPARTMENT)



Manufacturing Department



PERSONNEL

5.7 LIST OF MAINTENANCE PERSONNEL ASSIGNED TO AOC HOLDERS

- 1) ROGER B. SISIK
- 2) RICARDO T. MAGBANUA
- 3) ELMER T. ECLARINAL
- 4) CONRADO T. ALARCON JR.
- 5) WINEFREDO C. CAÑESO
- 6) RICHARD F. AGUILA
- 7) TEODORICO M. HICBAN
- 8) FLORDELINO V. FAHIGAL
- 9) AGAPITO S. AMION II
- 10) MARIO L. RAGO
- 11) RODEL M. DELGADO
- 12) FRANCIS ERICK R. EBASCO
- 13) MARC ANDREW B. LINA



PERSONNEL

5.7.0 DUTIES AND RESPONSIBILITIES

5.7.1 THE ACTING PRESIDENT & CEO/ACCOUNTABLE MANAGER

The Acting President/CEO shall be the Accountable Manager of the Corporation and, subject to the control of the Board of Directors, shall have general active care, supervision and direction of the business and affairs of the Corporation.

He may sign with the Secretary or an Assistant Secretary any or all Certificates of Stock of the Corporation; may appoint or discharge, subject to the approval of the Directors, employees agents of the Corporation; shall see that the books, reports, statements and certificates required by law are properly kept, made and filed according to law; and in general shall perform all duties incident to the Office of the Acting President and such other duties may from time to time be assigned to him by the Board .

1. Presides at all meeting of the stockholders.
2. Sign with the Secretary or an Assistant Secretary any or all certificates of stock of the Corporation.
3. Execute in behalf of the corporation all contracts and agreement which the corporation may enter into. The Acting President/CEO, however, may delegate to the Vice President and general Manager or to any officer of the Corporation the authority to sign agreements subject to such guidelines as he shall determine.
4. Submit an annual report of the operations of the Corporation to the Board of Directors and at such other times as the latter may request and an annual report thereof to the stockholders at the annual meeting.
5. Exercise such other powers and performs such other duties as the Board of Directors, from time to time or delegate.



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DUTIES AND RESPONSIBILITIES

5.7.2 THE EXECUTIVE VICE-PRESIDENT

At the request of the Acting President, or in his absence or disability, the Executive Vice President shall perform all the duties of the Acting President, and when so acting, shall have all the powers of and be subject to all restrictions upon the Acting President



DUTIES AND RESPONSIBILITIES

5.7.3 OFFICER-IN-CHARGE - QUALITY ASSURANCE

Reports directly to the Acting President and have the following duties and responsibilities:

1. Supervises the implementation of the Company's Quality Control Programs and ensures that all procedures contained in the Inspection Procedures Manuals are carried out in accordance with established aeronautical practices.
2. Prepares and recommends for approval of higher authorities the overall Quality Assurance policies, guidelines and procedures pertaining to the manufacturing and maintenance operations within the company.
3. Certifies the conformance of the Company's aeronautical services in accordance with the airworthiness requirements of the Civil Aviation Authority of the Philippines (CAAP).
4. Reviews current and Civil Air Regulations and determine their applicability to the Company's operations.
5. Establishes Quality Audit Plans to ensure that the Company's products and services meet the acceptable level of quality and performance standards through surveillance and analysis.
6. Initiates studies or programs on quality improvement, defect analysis, cost of quality, product acceptance, quality education, and safety.



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DUTIES AND RESPONSIBILITIES

I 5.7.3 OFFICER-IN-CHARGE - QUALITY ASSURANCE (Continued)

7. Coordinate with Civil Aviation Authority of the Philippines all matters pertaining to certification of the Company's products and services.
8. Ensures that only qualified personnel are tasked to perform specific functions especially those which require prior CAAP approval.

NOTE: The Officer-In-Charge, Quality Assurance may delegate duties to any qualified assistant as necessary; however, such delegation does not relieve the Officer-In-Charge, Quality Assurance of the overall responsibilities.



DUTIES AND RESPONSIBILITIES

5.7.4 OFFICER-IN-CHARGE – MAINTENANCE AND ENGINEERING DEPARTMENT

Reports directly to the Acting President and have the following duties and responsibilities:

1. Formulates maintenance plans, procedures and policies.
 - a. Determines personnel and material requirements for current and projected commitments.
 - b. Establishes workloads and priorities for allocation of personnel and facilities based on training and experiences.
 - c. Plans and schedules replacement and improvement of facilities based on availability of resources and requirements for satisfactory services.
 - d. Establishes standards and performance for Approve Maintenance Organization activities.
2. Coordinates maintenance activities.
 - a. Advises the President of the approve maintenance organization maintenance capability to meet commitments.
 - b. Coordinates with other departments on requirements and utilization of manpower.
 - c. Maintains liaison with the Manager, Logistics to ensure the supply availability to support the present and projected workload.



DUTIES AND RESPONSIBILITIES

I 5.7.4 OFFICER-IN-CHARGE - MAINTENANCE AND ENGINEERING (Continued)

- d. Coordinates with other departments to determine maintenance support requirements.
- e. Maintains liaison with other activities both private and public to keep abreast of technological changes in techniques and equipment.
3. Monitors and directs maintenance activities.
 - a. Conducts surveys to determine status of personnel training, conditions of facilities, operational status and maintenance effectiveness.
 - b. Directs budget preparations and coordinates fund expenditures for procurement, installation, operation and maintenance of equipment.
 - c. Prepares and implements maintenance policies, directives and procedures.
4. Programs repair station maintenance capability requirements.
 - a. Develops programs to improve existing maintenance and repair capability.
 - b. Prepares a phasing-in program for additional capability in accordance with the projected workload.
 - c. Prepares equipment, tooling and skill requirements to support additional maintenance activities.

NOTE: The M&E Officer-In-Charge may delegate all duties to any qualified assistant as necessary; however, such delegation does not relieve the M&E Officer-In-Charge of the overall responsibilities.



DUTIES AND RESPONSIBILITIES

5.7.5 OFFICER-IN-CHARGE (MARKETING DEPARTMENT)

Duties and Responsibilities:

1. Establish, develop, obtain and maintain a maximum share of the domestic markets on helicopter, fixed wing aircraft, parts and components thereof and other related equipment, and technical support services, and eventually the Southeast Asian market, by making these products and services available at optimum quantities and reasonable process and at the proper time and places, thereby maximizing contribution to company objectives.
2. Ensures the continuity of manufacturing, assembly and maintenance engineering facilities through efficient marketing and sales of company products.
3. Promote and maintain a favorable corporate image thru professional representations, and by ensuring full satisfaction of customers needs.
4. Gather and analyze relevant information about developments in the industry and in the economy relevant to the aviation.
5. Provide to management relevant information and periodic feedback on market potentials, problems, etc.



DUTIES AND RESPONSIBILITIES

5.7.6 DIVISION MANAGER (SALES ADMINISTRATION DIVISION)

Duties and Responsibilities:

1. Development, monitoring and evaluation of all systems and procedures necessary for the efficient and effective performance of the marketing and sales functions.
2. Provision of necessary support to sales personnel and the other departments in the promotion of PADC's products and services and the corporate image.
3. Preparation/formulation and recommendation of pricing and discount commission policies and procedures.
4. Provision of administrative support to all sales personnel and requesting departments.
5. Formulation and subsequent administration of all contracts and agreements in relation to the sale of company goods and services and the purchase of same outside sources.
6. Planning and monitoring of marketing activities for the achievement of targeted goals.
7. Preparation of annual budget and Five-year Marketing Plan in consultation with Marketing Manager and the rest of the operations department.



DUTIES AND RESPONSIBILITIES

5.7.7 OFFICER-IN-CHARGE, LOGISTICS

Reports directly to the Acting Senior Vice-President and have the following duties and responsibilities:

1. Responsible for the Company's supply system and the efficient functioning of the supply division.
2. Prepares and recommends for approval of higher authorities all policies, guidelines, and procedures pertaining to supply management.
3. Determines procurement and delivery schedules of materials, parts, equipment, and supplies needed in the maintenance activities of the Company.
4. Supervises the operations of all warehouses and ensures that only items which bear evidence of acceptance by Inspection are allowed to enter the stores.
5. Implements a system of stock control and establishes minimum economical stock levels to the meet the needs of the repair station.
6. Supervises the dispatch of reparable equipment and the disposal of obsolete or non-conforming parts and materials.

NOTE: The Officer-in-Charge, Logistics may delegate all duties to any qualified assistant as necessary, however, such delegation does not relieve the Officer-in-Charge, Logistics of the overall responsibilities.



DUTIES AND RESPONSIBILITIES

5.7.8 CHIEF INSPECTOR – QUALITY ASSURANCE/CONTROL

The Chief Inspector is responsible to the Officer-In-Charge, Quality Assurance for the overall operation of the inspection department and, as such, will have the final authority in the releasing to service of airframes, engines, propellers, appliances and the component parts thereof. In addition, the Chief Inspector is responsible for planning, monitoring and laying out the details of inspection standards, methods and procedures used by the Approved Maintenance Organization in complying with all applicable Civil Air Regulations, manufacturer's specifications and recommendations.

It is the Chief Inspector's duty to:

1. Assist, supervise and direct all personnel assigned to the inspection department.
2. Ascertain that all inspections are properly performed on all completed work and that the proper inspection records, reports and forms used by the Approved Maintenance Organization are properly executed prior to releasing the product for return to service.
3. Maintains and keep current a file of pertinent Civil Air Regulations, specifications, type certificate data sheets, and airworthiness directives.
4. Determines that all technical data on all articles overhauled or repaired by the Approved Maintenance Organization are secured and kept current with latest revisions by the respective department inspectors. This data will include Approved Maintenance Organization's process specification for limited rating specialized services, manufacturer's overhaul manuals, service bulletins, part specifications; related Civil Aviation Authority of the Philippines approved data and other technical data used by the repair station. In addition, assure that all military technical orders used in the overhaul and repair of components have been evaluated and approved by the CAAP.
5. Assures that periodic checks are made on all inspection tools and the calibration of precision test equipment used by the Approved Maintenance Organization and mechanics that have their own precision equipment. Further assure that a current record of those inspections and test is maintained.
6. Determines that no defective, unserviceable, or un-airworthy parts are installed in any component or articles released by the Approved Maintenance Organization.
7. Submits reports of defects of un-airworthy condition in accordance with CAAP Form No. AS-001-79, within 72 hours after discovery.



DUTIES AND RESPONSIBILITIES

5.7.8 CHIEF INSPECTOR – QUALITY ASSURANCE/CONTROL (Cont'd)

8. Assures the proper execution of CAA MR/M Form when required, and/or a maintenance release.
9. Accomplishes the final acceptance of all incoming material, including new parts, supplies and the airworthiness of articles on which work has been performed outside the Approved Maintenance Organization by contract.
10. Conducts the preliminary, hidden damage, in-progress, and final inspection of all articles processed by the Approved Maintenance Organization and record results as outlined in this manual.
11. Oversees the proper tagging and identification of all parts and components as outline in this manual.
12. Provides for continuity of inspection responsibility, assuring completion of required inspection when personnel shift or assignment changes occur.
13. Sees that rejected and unserviceable parts are handled in such a way as to prevent their reuse as serviceable parts.
14. Ascertains that all inspection is performed on all completed work before it is approved for return to service, and that the proper inspection and maintenance record, reports, and forms required for such release are properly executed.
15. Inspects all radio work that requires the qualification of an A & P mechanic, such as airframe structures, airframe electrical wiring, and weight and balance.

NOTE: The QA, Chief Inspector may delegate all duties assigned to any qualified assistant as necessary; however, such delegation does not relieve the QA, Chief Inspector of the overall responsibilities.



DUTIES AND RESPONSIBILITIES

5.7.9 OFFICER-IN-CHARGE, (Aircraft Repair and Overhaul Division)

Reports directly to the OIC, Maintenance & Engineering Department and have the following duties and responsibilities:

1. Plans and organizes engine overhaul and accessories repair facility:
 - a. Plans shop layout considering works flow and locations of equipment, tools and supplies.
 - b. Organizes different shop functions.
 - c. Determines personnel requirements based on present and projected workloads and assigns responsibilities to shop technical personnel.
 - d. Establishes performance, time and quality standards.
 - e. Develops and improves methods and procedures on shop's activities.
2. Directs engine overhaul and accessories repair activities.
 - a. Assigns workloads.
 - b. Establishes priorities to insure maximum utilization of manpower and resources.
 - c. Observes work on progress and inspects work done.



DUTIES AND RESPONSIBILITIES

5.7.9 OFFICER-IN-CHARGE, (Aircraft Repair and Overhaul Division) (Cont'd.)

- d. Interprets policies, directives, and technical publications.
 - e. Directs schedules of workload and preparation of reports and records.
 - f. Monitors on-the-job training of personnel and recommends formal technical training.
 - g. Ensures the preservation of all units or parts during work process, installation and storage.
3. Coordinates engine overhaul and accessories repair activities.
 - a. Maintains liaison with supply to ensure availability of spare parts, tools, equipment and components.
 - b. Coordinates with other Supervisors to resolve common problems.
 - c. Maintains liaison with supplier for information concerning materials and equipment.
 - d. Maintains the shop equipment and tools in a serviceable working condition, assuring that periodic checks and calibrations are made on special tools and test equipment, and that current records are maintained of those tests and calibrations.
 4. Performs technical functions.
 - a. Serves as technical adviser of the management to determine the capability of the facility.
 - b. Inspects engine overhaul and accessories repair activities to determine the present capability.
 - c. Makes studies on engine overhaul and accessories.



DUTIES AND RESPONSIBILITIES

5.7.9 OFFICER-IN-CHARGE, (Aircraft Repair and Overhaul Division) (Cont'd)

- d. Ascertains that all necessary maintenance entries on maintenance forms and work orders used by the repair station are properly executed by the responsible mechanic.
 - e. Makes studies on engine overhaul and accessories repair requirements, part consumption and performance improvement.
5. Conduct safety seminars.
- a. Indoctrinating the personnel in observing the safety precautions relevant to the functions for which they may be utilized.
 - b. Conducts periodic drills for the purpose of indoctrinating personnel in the proper use of the location of fire fighting equipment, and checking the equipment for serviceability and adequacy.

NOTE: The Aircraft Repair and Overhaul Division Officer-In-Charge may delegate all duties to any qualified assistants as necessary; however, such delegation does not relieve the Overhaul and Accessories Repair Officer-In-Charge of the overall responsibilities.



DUTIES AND RESPONSIBILITIES

5.7.10 SR. PROPERTY OFFICER (STOREKEEPER)

Reports directly to the Logistics Manager and have the following duties and responsibilities:

1. Establishes procedures on receipts, storage and issuance of stocks.
2. Sets up the objective/functions of the division so that it is properly organized to carry out said objectives/functions.
3. Supervises overall control of receipts, storage and issues of stocks.
4. Administers and controls materials handling equipment.
5. Monitors shelf-life time items and periodically have this reported for appropriate action.
6. Oversees that warehouses are following existing instructions, regulations and operations procedures and that principles of good warehousing are being observed.
7. Develops plan for optimum space utilization.

NOTE: The Sr. Property Officer may delegate all duties to any qualified assistant as necessary; however, such delegation does not relieve the Sr. Property Officer of the overall responsibility.



DUTIES AND RESPONSIBILITIES

5.7.11 SUPERVISOR, AIRCRAFT MAINTENANCE (ENGINE OVERHAUL & ACCESSORIES SECTION)

- 1)** Supervise maintenance activities concerning inspection, repair and overhaul of engine and accessories
- 2)** Ensures that all worksheet, checklist and forms used in the shops are complete and conform to the latest changes in technical publication and Quality assurance procedures.
- 3)** Ensures availability of shop equipment, tools and parts
- 4)** Monitors calibration due date of all PME and test equipment of different shops
- 5)** Evaluates performance of technical personnel under his supervision
- 6)** Ensures that the submission of periodic reports is on time
- 7)** Ensures compliance maintenance and safety procedures as stated in the MPM.



DUTIES AND RESPONSIBILITIES

5.7.12 SUPERVISOR, AIRCRAFT MAINTENANCE (Aircraft Hangarage, Repair and Fabrication Section)

- 1) Supervise maintenance activities concerning aircraft hangarage, repair and fabrication
- 2) Ensures availability of shop equipment, tools and parts.
- 3) Responsible for maintaining shop tools and equipment.
- 4) Evaluates performance of technical personnel under his supervision.
- 5) Ensures that the submission of periodic reports are on time
- 6) Ensures compliance of maintenance and safety procedures as stated in the MPM.



DUTIES AND RESPONSIBILITIES

5.7.13 TRAINING COORDINATOR

- 1.** To establish a training program that will be beneficial to aircraft technicians of the Maintenance and engineering Department
- 2.** To conduct a training course relevant to the exposure of the technicians in the latest trends in the aviation industry with regards to aircraft repair, maintenance schedules, engine overhaul and the like
- 3.** Coordinate with aircraft manufacturers regarding any technical training available from them for the MROS Technicians to participate.
- 4.** To foresee and visualize modernization in the field of aviation which will create a pattern of learning for the uplift of technical know-how of aircraft technicians.



DUTIES AND RESPONSIBILITIES

5.7.14 AIRCRAFT MAINTENANCE SPECIALIST B (FUEL AND ACCESSORIES)

1. Performs disassembly and assembly of all inputted piston-reciprocating engines fuel accessories.
2. Performs a thorough and detailed inspection report of turbine-reciprocating engines fuel accessories.
3. Adjust, aligns, calibrates and preserves piston-reciprocating engines fuel accessories.
4. Inspection and evaluation of piston-reciprocating engines fuel accessories to determine operational status.
5. Determines materials, tools and other requirements to prevent work stoppage or production delays.
6. Observes and ensures compliance of Service Bulletins and the like with established safety procedures.
7. Determines repair procedures necessary to correct defective parts, tools and equipments.
8. Performs monitoring of different precision measuring equipment.
9. Scheduling of calibration of different precision measuring equipment.
10. Performs scheduled and unscheduled calibration of different precision measuring equipment.
11. Performs maintenance of tools and equipments



DUTIES AND RESPONSIBILITIES

5.7.15 AIRCRAFT MAINTENANCE SPECIALIST B (MACHINE SHOP AND PROCESSES)

Performs precise machining on delicate high valued aircraft parts in accordance with manufacturer's specification and drawings, classified as follows:

1. Repairs – all parts that are within reparable limits for machining.
2. Modification – all parts to be upgraded to new specifications.
3. Fabrication – all parts allowed by the manufacturer in accordance with the specifications and drawings.
4. Service Bulletin Compliance – all parts that are subject to safety and integrity of the engines.



DUTIES AND RESPONSIBILITIES

5.7.16 AIRCRAFT MAINTENANCE SPECIALIST B (ENGINE OVERHAUL AND ACCESSORIES)

1. Performs disassembly and assembly of all inputted piston-reciprocating engines and accessories.
2. Performs a thorough and Detailed Inspection Report of piston-reciprocating engine and accessories in accordance with technical publications.
3. Repair, overhaul, test, and modifies piston-reciprocating engine accessories in accordance with engine technical publications.
4. Inspection and evaluation of piston-reciprocating engines and accessories to determine operational status.
5. Determines, materials, tools and other requirements to prevent work stoppage or production delays.
6. Observes and ensures compliance of Service Bulletins and the like with established safety procedures.
7. Maintains records and documentation on all repaired/overhauled piston-reciprocating engines and accessories.
8. Responsible for the maintenance of shop tools and equipment.
9. Determine repair procedures necessary to correct defective parts, tools and equipment.



DUTIES AND RESPONSIBILITIES

5.7.17 AIRCRAFT MAINTENANCE SPECIALIST A (PROPELLER SECTION)

1. Performs complicated and unusual test function on power packages configuration.
2. Performs pre-operation and post operation checks.
3. Operates engine propellers, performed test in accordance with applicable publication and record test on log sheets.
4. Makes necessary computation and evaluates engine performance by analyzing information recorded on engine test log sheet.
5. Observe and ensures compliance on safety requirement procedure.
6. Determines repair procedures necessary to correct defective equipment.
7. Inspect engines to determine operational status.
8. Industrial Safety.
9. Maintain time and quality standards.
10. Propellers repair/overhaul.
11. Quality control
12. Maintenance of shops, equipment and machinery.
13. Service Bulletin/ Commercial Bulletin Compliance
14. Scheduled and unscheduled maintenance services.
15. Mechanic training spares assessment programming.



DUTIES AND RESPONSIBILITIES

5.7.18 AIRCRAFT MAINTENANCE SPECIALIST B RADIO, ELECTRONICS AND INSTRUMENTS SECTION

1. Performs complicated and unusual test function on power packages configuration.
2. Performs pre-operation and post operation checks.
3. Operates engine and performed test in accordance with applicable publication and record test on log sheets.
4. Makes necessary computation and evaluates engine performance by analyzing information recorded on engine test log sheet.
5. Observe and ensures compliance on safety requirement procedure.
6. Determines repair procedures necessary to correct defective electronic and instruments.
7. Inspect engines to determine operational status.
8. Maintain time and quality standards.
9. Quality control
10. Scheduled and unscheduled maintenance services.
11. Mechanic training spares assessment programming.
12. Radio, Electronics and Instruments (REI) system repair/overhaul/calibration.
13. Modifies and repair aircraft communication system and its components.
14. Diagnoses malfunctions using wiring diagrams and test equipment.
15. Determines materials, tools, and other requirements to prevent work stoppage or production delays.
16. Fabricates wiring assemblies for replacing cables and wirings.
17. Service Bulletin/ Commercial Bulletin Compliance



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DUTIES AND RESPONSIBILITIES

5.7.19 AIRCRAFT MAINTENANCE SPECIALIST B ELECTRICAL SECTION

JOB SUMMARY:

Overhaul and repair of aircraft magnetos, starter and alternator

DUTIES AND RESPONSIBILITIES:

1. Troubleshoots and repair aircraft engine accessories such as magnetos, starter and alternator in accordance with technical publications and bulletins
2. Maintains records and documents of all work performed
3. Monitors and maintain electrical shop tools and equipment.



DUTIES AND RESPONSIBILITIES

5.7.20 ADMINISTRATIVE AND RECORDS OFFICER A

1. Assist M&E Department in planning, scheduling and controlling labor, materials and resources in relation to work inputted
2. Administers monitors and directs activities to different shop of Maintenance and Engineering Department
3. Assist in the formulation of maintenance plans, procedures and policies.
4. Assists in the development of work sequence and procedures to insure full resources utilization.
5. Coordinate with other activities for smooth production flow
6. Assists in the expedition of workload production through corrective actions on delays and backlogs.
7. Monitors man-hour utilization based on the projected and actual workload inputted by Marketing Dept. to include materials and other resources for effectively and timely schedule of work input
8. Perform administrative and clerical functions in M & E Dept.
9. Coordinate and facilitate all the requirements of CAAP re: AMO Certificate and MPM
10. Prepare monthly Summary of man hour, work orders status report.
11. Perform other related functions such as Department Budget preparation.
12. Responsible in controlling and securing files and technical records of M&E Department.



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DUTIES AND RESPONSIBILITIES

5.7.21 ADMINISTRATIVE OFFICER B

- 1** Assist in performing administrative and clerical functions in M&E Dept and Quality Assurance Division.
- 2** Acts as technical librarian
- 3** Responsible in updating and controlling technical manuals, technical publications in the library and distribution to the shops concern.
- 4** Responsible in handling and securing company controlled manuals like MPM



DUTIES AND RESPONSIBILITIES

5.7.22 NDT Technician

1. Inspects all parts undergoing cracks detection test methods used to determine the performance capabilities of materials or parts without damaging them. Test methods should be properly selected for specific parts and properly performed in accordance with the technical publications and manuals.
2. Assures that all parts have no flaws/discontinuities and will meet the quality requirements
3. Inspects all parts undergoing cracks detection test method used to determine the performance capabilities of materials or parts without damaging them. Test methods should be properly selected.
4. Assures that all parts have no flaws/discontinuities and will meet the quality requirements.
5. Compiles and maintains all pertinent records of all parts that had undergone Non-Destructive Inspection prior to release.
6. Evaluates and submits the necessary requirements regarding parts, tools and equipments.
7. Compiles and maintains all pertinent records of all parts that had undergone Non-Destructive Inspection prior to Release.
8. Evaluates and submits the necessary requirements regarding parts, tools and equipments.
9. Responsible for maintaining of shop tools and equipments.
10. Does other related jobs that may be assigned from time to time.



DUTIES AND RESPONSIBILITIES

5.7.23 N D T INSPECTOR

1. Conducts inspection on parts on Non –Destructive Inspection (NDI) to locate surface and sub-surface faults and discontinuities to ensure that faulty parts containing defects either visible or hidden are discovered before being accepted for service and likewise discovered at the overhaul stage. Report result of inspection and maintain records.
2. Inspects all parts undergoing cracks detection test methods used to determine the performance capabilities of materials or parts without damaging them. Test methods should be properly selected for specific parts and properly performed in accordance with the technical publications and manuals.
3. Assures that all parts have no flaws /discontinuities and will meet the quality requirements
4. Compiles and maintains all pertinent records of all parts that had undergone Non-Destructive Inspection prior to release.



5.8 REST AND DUTY LIMITATIONS

PADC being a government agency, personnel observed regular working days Mondays to Fridays from 7:30 a.m. to 4:30 p.m. / 8:00 a.m. to 5:00 p.m. / 8:30 a.m. to 5:30 p.m. as prescribed by the Civil Service Commission and PADC.

The following are rest and duty limitations for PADC personnel performing maintenance functions:

1. No PADC personnel may be assigned to perform maintenance functions for aircraft, unless that person has had a minimum rest period of eight (8) hours prior to the beginning of duty.
2. No person may be schedule to perform maintenance functions for aircraft for more than twelve (12) consecutive hours of duty. But in the situations, involving unscheduled maintenance functions for aircraft and may continue to be on duty for up to 16 consecutive hours or 20 hours in 24 consecutive hours and shall have a mandatory rest period of ten (10) hours. (ref. PCAR Part 6, 6.4.1.2)
3. PADC shall relieve the person performing maintenance functions from all duties for 24 consecutive hours during any 7 consecutive day periods.