



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CENTRAL OFFICE
Manila



DPWH DPWH

11.04.2024

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DEPARTMENT MEMORANDUM)

CIRCULAR NO.)
Series of 2024)

86

11/04/2024

FOR / TO : **SENIOR UNDERSECRETARY**
UNDERSECRETARIES
ASSISTANT SECRETARIES
REGIONAL DIRECTORS
BUREAU DIRECTORS
SERVICE DIRECTORS
HEADS OF UPMOs
DISTRICT ENGINEERS
HEADS OF ATTACHED AGENCIES
OTHERS CONCERNED
This Department

For information and guidance, attached is a copy of **Memorandum Circular** dated October 9, 2024, signed by Head of Security Robert Rouland, New NAIA Infra Corp., with the subject: **"PROTOCOL ON AIRPORT COURTESIES AND ACCOMODATIONS OF VIPS AND IPS"**.

A copy of the said Memorandum Circular may also be downloaded from the DPWH website: <http://dpwhweb>. If an office cannot access the DPWH website, a hard copy may be obtained from the Records Management Division, HRAS, upon request.

For dissemination to all concerned.


Atty. MICHAEL S. VILAFRANCA, CESO III
Officer-in-Charge
Office of the Assistant Secretary for Support Services

Encl: As stated

cc: Office of the Secretary

10.1.4 FJED/CDP/GME

Website: <https://www.dpwh.gov.ph>
Tel. No(s): 5304-3000 / (02) 165-02



FOR : ALL CONCERNED DEPARTMENTS

FROM : MR. ROBERT ROULAND
Head of Security

**SUBJECT : PROTOCOL ON AIRPORT COURTESIES AND
ACCOMMODATIONS OF VIPs AND IPs**

DATE : 09 OCTOBER 2024

To ensure order, security and efficiency of movement of dignitaries and government officials, airport courtesies and accommodations will only be handled by NNIC VIP Assistance Personnel. No other persons are allowed to extend such courtesies. Non-passengers will not be allowed to extend meet and greet services or accompany departing VIPs and IPs.

Likewise, in accordance and consistent with protocol of internationally accepted practices benchmarked across other countries, NNIC will no longer be issuing nor renewing annual access passes previously issued for purposes of facilitation and accommodation. The issuance of access passes will be on a per situation basis.

THUS, ALL PREVIOUS ACCESS PASSES FOR FACILITATION AND ACCOMMODATION, AGREEMENTS, IDS, ACCOMMODATIONS PRIOR TO THE ISSUANCE OF THIS MEMORANDUM ARE HEREBY REVOKED AND SUPERSEDED.

I. DEFINITION OF TERMS

For purposes of this Memorandum, the following terms and definitions shall govern:

A. Airport Courtesies and Accommodations shall include any or all the following:

- (1) Provision of Ceremonial Honors;
- (2) Grant of Use of VIP Facilities; and
- (3) Provision of Meet & Assist Service (MAS).

B. Very Important Persons (VIPs) are persons of influence who are *automatically* accorded special privileges due to their status or importance. For purposes of this Memorandum, the following shall be deemed VIPs:

- (1) President of the Philippines and their families, or Heads of State of Government and their families;
- (2) Vice President of the Philippines and their families, or foreign counterparts and their families;

- (3) Former Presidents of the Philippines and their spouses, or their foreign counterparts;
- (4) Senate President of the Philippines and spouse, or foreign counterparts;
- (5) Senators and spouse;
- (6) Speaker of the House of Representatives and spouse, or foreign counterparts;
- (7) Chief Justice of the Supreme Court of the Philippines and spouse, or foreign counterparts, Justices of the Supreme Court of the Philippines and their spouses;
- (8) Cabinet Secretaries and their spouses; and
- (9) Heads of Mission as defined in Article 14 of the Vienna Convention on Diplomatic Relations, namely:
 - (a) Ambassadors or Nuncios;
 - (b) Envoys, Ministers and inter-nuncios; and
 - (c) Charges d' Affaires.

C. Important Persons (IPs) are other government officials and persons of influence who are travelling in an **official business capacity** and are *automatically* accorded special privileges due to their status or importance. For purposes of this Memorandum, the following shall be deemed IPs:

- (1) Congressmen and Congresswomen;
- (2) Other elective or appointive officials of government including Cabinet Undersecretaries, and their foreign counterparts;
- (3) Commanding General of the Armed Forces of the Philippines;
- (4) Former Vice Presidents of the Philippines;
- (5) Retired Justices of the Supreme Court and current Justices of the Court of Appeals;
- (6) Commanding Generals of the Air Force, Army, Navy and Head of Philippine Coast Guard; and
- (7) Heads of United Nations Agencies and International Organizations accredited by the Philippine Government (e.g. Asian Development Bank); and
- (8) Consul Generals, Consuls and Vice Consuls.

II. ENTITLEMENT AND PRIVILEGES TO AIRPORT ACCOMMODATION AND SECURITY

A. All VIPs are entitled to the use of airport courtesies and accommodations, as defined herein, subject to an e-mail to VIPassistance@newnaia.com containing a duly accomplished **VIP RESERVATION REQUEST FORM (ANNEX A)** with complete names, flight, and contact details. In order to provide the necessary assistance, the e-mail request must be sent at least three (3) days before the travel date. There will be no guarantee of any accommodation for e-mails submitted beyond the time indicated.

B. All IPs travelling in an **official business capacity** are entitled to the use of airport courtesies and accommodations, as defined herein, subject to an e-mail to IPassistance@newnaia.com containing a duly accomplished **VIP RESERVATION REQUEST FORM (ANNEX A)** with complete names, flight, and

contact details and approved Travel Authority. In order to provide the necessary assistance, the e-mail request must be sent at least three (3) days before the travel date. There will be no guarantee of any accommodation for e-mails submitted beyond the time indicated.

- C. Please note that unnecessary requests for access passes for non-passengers will not be entertained, especially if requests for VIP assistance have already been extended.

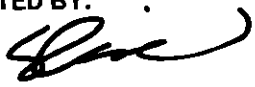
III. STATEMENT OF POLICIES

- A. All requests must be in written form. Phone-in requests will not be accepted.
- B. The use of ramp shall only be accorded to the VIPs as defined herein. Requests will be processed on a **first-come, first-served** basis.
- C. The access to the VIP Parking Slot shall only be accorded to the VIPs as defined herein. Requests will be processed on a **first-come, first-served** basis.
- D. Only the President and the Vice President of the Philippines and their foreign counterparts or equivalent rank are exempted from frisking. Prior coordination with implementing agencies through the NNIC Public Affairs Department and respective airlines is required.
- E. All members of the PNP Aviation Security Group and MIAA Airport Police are not allowed to extend meet and greet services.
- F. Non-NNIC personnel and non-passengers are also not allowed to extend meet and greet services.
- G. These measures will be strictly adhered to as part of our commitment to enhancing airport security and ensuring full compliance with international standards. This protocol reflects our dedication to safeguarding the safety and well-being of all passengers, staff, and stakeholders while maintaining the highest levels of operational excellence.

FOR YOUR STRICT COMPLIANCE.


MR. ROBERT ROULAND
Head of Security

NOTED BY:


MR. OK-CHUL SHIN
Chief Operating Officer

VIP RESERVATION REQUEST FORM

DATE	
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APPLICANT DATA

(All information provided will be for NNIC use only in relation to this transaction.)

<input type="checkbox"/>	COMPLIMENTARY
<input type="checkbox"/>	PAYING

FULL NAME			
	Signature Over Printed Name		
POSITION/DESIGNATION			
OFFICIAL BUSINESS			
(For IPs, please indicate the purpose of official travel.)			
CONTACT NO.			
E-MAIL ADDRESS			
PASSENGER NAME 1			
	Last Name	First Name	M.I.
PASSENGER NAME 2			
	Last Name	First Name	M.I.
(Note: Please use a separate sheet for large groups.)			

FLIGHT INFORMATION DETAILS

ARRIVAL		TIME		DATE	
DEPARTURE		TIME		DATE	

VEHICLE DETAILS

CAR MAKE	PLATE NO.	DRIVER'S NAME	CONTACT NO.

COMMENTS

(Please specify.)

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FOR NNIC APPROVING AUTHORITIES ONLY
PLEASE DO NOT WRITE ON THIS SECTION

<input type="checkbox"/>	APPROVED	DATE	
<input type="checkbox"/>	DISAPPROVED	TRANSACTION NO.	

REMARKS

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NAME OF APPROVING OFFICER	
	Signature Over Printed Name