



Republic of the Philippines
 Department of Transportation
OFFICE FOR TRANSPORTATION SECURITY

U.P. LAW CENTER
 OFFICE OF THE NATIONAL ADMINISTRATIVE SERVICE
 Administrative Rules and Regulations

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MEMORANDUM CIRCULAR NO. 003, SERIES OF 2021.

SUBJECT : Distribution of the National Transportation Security Programs and its Special Components

DATE : MAY 28 2021

Pursuant to the mandate of the Office for Transportation Security (OTS) - to formulate, develop, and implement the national transportation security programs, and to further transport security objectives, the following policies and guidelines as to the distribution of these programs are herein adopted.

I. OBJECTIVE

This Memorandum Circular (MC) aims to provide guidance for a systematic distribution of the national transportation security program to the relevant and concerned agencies and stakeholders of the three modes of transportation, namely aviation, maritime and land sectors.

II. SCOPE AND APPLICATION

This MC applies to operators/authorities of the three sectors *i.e.* airport operators/authorities, aircraft, cargo and general aviation operators, port/port facility, ships and bus/rail/tollway operators/authorities, and all relevant agencies involved in the implementation of the security measures provided in the national programs, as well as to OTS personnel.

III. DEFINITION OF TERMS

National Security Programs and its special components - this pertains to the National Civil Aviation Security Program (NCASP), National Civil Aviation Security Quality Control Program (NCASQCP), National Civil Aviation Security Training Program (NCASP), National Security Program for Sea Transport and Maritime Infrastructure (NSPSTMI), National Land Transportation Security Program (NLTSP) and their special components issued or may be issued by OTS.

Sensitive Security Information (SSI) - is information, that if publicly released, would be detrimental to transportation security.

IV. POLICIES AND GUIDELINES

- A. The distribution of the national security programs shall be based on and limited to those in the updated list of stakeholders, which shall be gathered and provided by the following services/divisions in OTS:
 - 1. OTS Civil Aviation Security Division – Transport Security Oversight and Compliance Service (CASD-TSOCS) – for the NCASP and the NCASQCP;

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2. OTS Transport Security Accreditation and Training Management Service (TSATMS) – for the NCASTP;
 3. OTS Maritime Transport Security Division – TSOCS (MTSD-TSOCS) – for the NSPSTMI; and
 4. OTS Land Transportation Security Division – TSOCS (LTSD-TSOCS) – for the National Land Transportation Security Program.
- B. A written request for inclusion in the list may be done, subject to the determination by the Service/division concerned.
- C. The national transportation security programs and its special components shall be classified as a "sensitive security information document";. As such, its distribution shall be in accordance with the following rules:
1. The national transportation security programs for distribution shall be assigned a control number unique to a specific stakeholder; and shall be duly acknowledged by the concerned stakeholder upon receipt;
 2. Only one printed copy shall be provided to each and every stakeholder in the list, in accordance with the established administrative protocol by the OTS Policy Formulation and Development Division – Transport Security Policy and Program Service (PFDD-TSPPS);
 3. Request for additional copies shall not be permitted. However, a copy of a specific or relevant portion of the national security programs and its appendices may be allowed on a *need to know* basis;
 4. The issuance of soft copy shall be allowed on a case-to-case basis and subject to the following conditions:
 - a. No copy has yet been issued to the concerned stakeholder; and
 - b. The copy shall also have a control number, and shall be in PDF or other restrictive format such as zipped file or compressed folder, with password and watermark which are exclusive to the use of the concerned stakeholder,

V. MISCELLANEOUS PROVISIONS

- A. **Construction** – This Circular shall be liberally construed in order to promote its transport security objectives.
- B. **Reservation** – Nothing shall be construed as precluding OTS through the Administrator from enforcing herein provisions and in prescribing other requirements to meet the constantly evolving challenges in the security of all modes of transportation.
- C. **Repeal** – All orders, regulations and issuances, or parts thereof, which are inconsistent with this Circular are hereby repealed or modified accordingly.
- D. **Separability** – If any provision or section of this Circular is declared null and void by competent authority, the other provisions not affected thereby shall remain valid and subsisting.

- E. **Effectivity** – This Circular shall take effect immediately upon approval. A copy of this Circular shall be deposited with the University of the Philippines Law Center in compliance with the Revised Administrative Code.



USEC. RAUL L. DEL ROSARIO
Administrator

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