

Dear Valued Partners,

Warm Greetings from Baguio English Schools Association (BESA).

We would like to formally inform all partner schools, agents, and students of the **BESA Airport Pickup Service schedule, coordination setup, and operational guidelines**, which will take effect **starting March 22, 2026**.

This notice aims to ensure smooth coordination, proper scheduling, and clear understanding of airport arrival and transportation procedures.

1. Airport Pickup Schedule

A. Manila Airport Pickup

Sunday Pickups

1. 1:00 AM
2. 8:00 AM
3. 2:00 PM
4. 7:00 PM

Monday Pickup

5. 1:00 AM (*Operates until April 19 only*)

Operational Notes:

- **Bus #2 & #3: On reserve**
- **#1 & #4: Under observation**, to assess passenger volume and operational efficiency.



B. Clark Airport Pickup

Sunday Pickups

1. 1:30 AM (*Wales & Pines only*)
2. 12:00 PM
3. 5:00 PM

Monday Pickup

4. 1:30 AM (*JIC, BECI, A&J AND CNS-MONOL only*)

2. Airport Coordination and Staffing

To ensure proper assistance and smooth passenger flow, the following coordination setup will be implemented:

Manila Airport

- One (1) Coordinator assigned at **Terminal 1 (T1)**
- One (1) van on standby for **inter-terminal transfers from T1 to T3**
- Two (2) Coordinators assigned at **Terminal 3 (T3)**

Baguio

- One (1) Coordinator assigned upon arrival
- **Designated drop-off points:**
 1. KIA, Marcos Highway

3. Transportation to Individual Schools

After arrival in Baguio:

- **Bret's vans** will provide transportation services to deliver students safely to their respective schools.
- Coordination will be handled on-site to ensure orderly transfer and proper dispatch.



4. Important Reminders

For any **advance reservations for pickup services beyond April 19**, kindly coordinate directly with your school **no later than February 28, 2026**.

Pickup applications submitted **after this deadline will not be processed**.

Should you require any clarification or additional information, please do not hesitate to contact us through the appropriate coordination channels.

Thank you for your continued cooperation and support.

Sincerely,

Hyungbo Shim

President

Baguio English School Association