

Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
Request for Publication of Vacant Positions

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OFFICE OF THE SECRETARY
SEP 19 08:04

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CIVIL AVIATION AUTHORITY OF THE PHILIPPINES in the CSC website:

[Signature]
GIL M. MACAPAGAL

OIC, Human Resource Management Division *ly*

Date:

September 6, 2019 *ly*

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Civil Aviation Regulations Officer II	0526, 0539	20	51155	Bachelor's degree	40 hours of relevant training	2 years functionally related experience	Career Service Professional	N/A	Flight Standards Inspectorate Service/ Regulatory Standard Department/ RSDD/ARMD
2	Civil Aviation Regulations Officer I	0528, 0629	19	45269	Bachelor's degree	None required	1 year functionally related experience	Career Service Professional	N/A	Flight Standards Inspectorate Service/ Regulatory Standard Department/ RSDD/AWD/EARD
3	Aviation Safety Analyst I	0535, 0536	19	45269	Bachelor's degree	None required	1 year functionally related experience	Career Service Professional	N/A	Flight Standards Inspectorate Service/ Regulatory Standard Department/ ASAD
4	Senior Civil Aviation Licensing Officer	0549	22	65319	Bachelor's degree	80 hours of functionally related training	3 years functionally related experience	Career Service Professional	N/A	Flight Standards Inspectorate Service/ Licensing and Certification Department/ALD
5	Aircraft Maintenance Safety Inspector I	0560, 0596, 0608	21	57805	Bachelor's degree	40 hours of relevant training	1 year functionally related experience	Aircraft Maintenance Technician License (MC No. 11 s. 1996-Cat- IV)	N/A	Flight Standards Inspectorate Service/ Licensing and Certification Department /TOCID/ Airworthiness Department/ CATCID/GACID
6	Senior Aircraft Engineering Safety Inspector	0615	23	73811	Bachelor's degree in Engineering relevant to the job	120 hours of relevant training	4 years functionally related experience	Relevant RA 1080	N/A	Flight Standards Inspectorate Service/ Airworthiness Department/ Engineering and Aircraft Registration Division

7	Aircraft Engineering Safety Inspector II	0617	22	65319	Bachelor's degree in Engineering relevant to the job	80 hours of relevant training	3 years functionally related experience	Relevant RA 1080	N/A	Flight Standards Inspectorate Service/ Airworthiness Department/ Engineering and Aircraft Registration Division
8	Aircraft Engineering Safety Inspector I	0623	21	57805	Bachelor's degree in Engineering relevant to the job	40 hours of relevant training	2 years functionally related experience	Relevant RA 1080	N/A	Flight Standards Inspectorate Service/ Airworthiness Department/ Engineering and Aircraft Registration Division
9	Aircraft Cabin Safety Inspector I	0658, 0659, 0660	20	51155	Bachelor's degree	40 hours of relevant training	1 year functionally related experience	Career Service Professional / OR Current or previously issued Cabin Crew Competency Card	N/A	Flight Standards Inspectorate Service/ Flight Operations Department/ CATOCID
10	Senior Flight Operations Control Safety Inspector	0672	23	73811	Bachelor's degree	120 hours of relevant training	3 years functionally related experience	Career Service Professional / OR Commercial Pilot License (MC No. 11, s. 1996-Cat IV) OR Flight Operations Officer License	N/A	Flight Standards Inspectorate Service/ Flight Operations Department/ FOCSID
11	Dangerous Goods Safety Inspector I	0684	20	51155	Bachelor's degree	40 hours of relevant training	1 year functionally related experience	Career Service Professional	N/A	Flight Standards Inspectorate Service/ Flight Operations Department/ FOCSID
12	Air Traffic Management Officer I	3644, 3729	20	51155	Bachelor's degree	Completion of Air Traffic Service Course	6 months apprenticeship in an air traffic management facility and Current Facility Rating	Air Traffic Control License OR Aeronautical Station Operator License	N/A	Air Traffic Service
13	CNS Systems Officer IV	1566	23	73811	Bachelor's degree in Engineering (Electronics & Communications /Electrical/ Mechanical/ Computer/ Aeronautics)	80 hours of training in supervisory management AND Certificate in Air Navigation Systems Specialist Course/ Airways Technician Course/ Airways Electronics Maintenance Course	6 years of relevant experience, 1 year of which involves supervision in air navigation services	Career Service (Professional) OR Any appropriate Eligibility for Second Level positions		Air Navigation Service

14	Airfield Lighting and Power Technician I	2055, 2151	8	16758	Completion of two years studies in college OR High School graduate with relevant vocational/trade course	Certificate in Airfield Lighting & Power Technical Course or its equivalent	None required	CSC MC 11 s.1996 Category !!	N/A	Air Navigation Service
15	Accountant III	,0473	19	45269	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA)	N/A	Administrative and Finance Service/Finance Department/Accounting Division
16	Accountant II	0477	16	33584	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)	N/A	Administrative and Finance Service/Finance Department/Accounting Division
17	Administrative Officer I	0392	11	20754	Bachelor's degree	None required	None required	Career Service (Sub-Professional); First Level Eligibility	N/A	Administrative and Finance Service/Administrative Department/Facilities Maintenance Division
18	Administrative Assistant I	0383. 2204	7	15738	Completion of two years studies in college	None required	None required	Career Service Sub-Professional; First level eligibility	N/A	Administrative Department/Aerodrome Development & Management Service
19	Aerodrome Engineer II	2217, 2254, 2255	20	51155	bachelor's degree in Engineering (Civil/Geodetic/ Electrical/Mechanical) or BS in Architecture	40 hours of training in Airport Engineering, Management and other trainings related to civil aviation conducted by International Civil Aviation Organization (ICAO), Civil Aviation Training Center (CATC) of the Philippines/other foreign countries and other agencies/ organizations.	4 years experience in Aerodrome planning, construction, development, maintenance and operations, 3 years of which in Aerodrome maintenance and operations	Appropriate RA 1080	N/A	ADMS/Aerodrome Engineering Dept./Survey Division/Aerodrome Operations Dept./Operations Safety Division

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20	Aerodrome Engineer I	2210, 2238	18	40637	Bachelor's degree in Engineering (Civil/Geodetic/Electrical/Mechanical) or BS in Architecture	40 hours of training in Airport Engineering, Management and other trainings related to civil aviation conducted by International Civil Aviation Organization (ICAO), Civil Aviation Training Center (CATC) of the Philippines/other foreign countries and other agencies/ organizations.	2 years experience in Aerodrome planning, construction, development, maintenance and operations, 1 year of which in Aerodrome maintenance and operations	Appropriate RA 1080	N/A	ADMS/Aerodrome Engineering Department./PPD / PMD
21	Airport Manager II	3335	24	83406	Bachelor's Degree	80 hours of training in Airport Management and Supervision AND Certificates in Safety Management System and Aerodrome Certification	8 years experience in Airport operations and maintenance, 3 years of which involves management and supervision	Career Service (Professional) OR Appropriate eligibility for second level positions	N/A	Davao International Airport
22	Administrative Assistant III	3064	9	17975	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Servicer Sub-Professional; First level eligibility	N/A	Pagadian Airport
23	Industrial Security Guard B	0266	5	14007	High School Graduate	None required	None required	Security Guard License	N/A	Dumaguete Airport
24	Firefighter I	2428, 3521, 3077	6	14847	Completion of two years studies in college	None required	None required	Career Service Sub-Professional; First Level Eligibility	N/A	San Jose, Cotabato, Pagadian Airport
25	Supervising Procurement Officer	0438	17	36942	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional; Second Level Eligibility	N/A	AFS/Admin Department/Procurement Division
26	Cashier III	0446	18	40637	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional; Second Level Eligibility	N/A	AFS/Admin Department/Cashiering Division

27	Human Resource Management Officer III	0456	18	40637	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional; Second Level Eligibility	N/A	AFS/Admin Department/Human Resource Management Division
28	Bookkeeper II	0489	9	17975	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional; First Level Eligibility	N/A	AFS/Finance Department/Accounting Division
29	Driver II	0063, 1442	4	13214	Elementary School Graduate	None required	None required	Driver's License	N/A	Civil Aviation Training Center; Air Navigation Service

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than September 23, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

GIL M. MACAPAGAL
OIC, Human Resource Management Division
Old MIA Road, Pasay City
caappsb.secretariat@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.