

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

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:


AMNERIS G. GABRIEL

OIC, Human Resource Management Division

Date:

September 20, 2021

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	Administrative Officer I	0060	11	20754	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Civil Aviation Training Center
2	Utility Worker I	0068	1	11068	Must be able to read and write	None required	None required	None required	N/A	Civil Aviation Training Center
3	Chief Flight Inspector	0124	27	121411	Master's Degree	80 hours of training in management and supervision AND completion of ANY of the following courses: Airways Technician Training Course; Basic ANSS Course; Airways Electronics Maintenance Course; Procedures for Air Navigation Services-Operation (PANS-OPS) Course/Flight Inspection Training AND Completion of any two of the following courses: Instrument Landing System (ILS); VHF Omni-directional Range/Doppler VHF Omni-directional Range (VOR/DVOR); Distance Measuring Equipment (DME); Radar	12 years relevant experience in air navigation services, 5 years of which involves management and supervision in flight inspection of CNS systems	Career Service Professional OR Any appropriate eligibility for second level position	N/A	Flight Inspection and Calibration Group
4	Civil Security Assistant B	0194, 0198	8	16758	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	CAAP Security and Intelligence Service / Civil Security Division

5	Statistician A	0338	13	25232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Corporate Planning Office / Strategic Planning Division
6	Business Development Specialist	0344	18	40637	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Corporate Planning Office / Business Development Division
7	Human Resource Management Officer I	0461, 0463	11	20754	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Administrative and Finance Service / Administrative Department / Human Resource Management Division
8	Bookkeeper II	0489	9	17975	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Administrative and Finance Service / Finance Department / Accounting Division
9	Budget Officer II	0506, 0510	15	30531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Administrative and Finance Service / Finance Department / Budget Division
10	Pilot Examiner I	0573	22	65319	Bachelor's degree	40 hours of relevant training	1 year relevant experience, Minimum 2,500 flying hours as Pilot-in-Command	Commercial Pilot License (MC No. 11 s. 1996 - Cat. IV)	N/A	Flight Standards Inspectorate Service / Licensing And Certification Department / Proficiency Check And Skills Test Division
11	Administrative Assistant I	0586	7	15738	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Flight Standards Inspectorate Service / Airworthiness Department
12	Aircraft Cabin Safety Inspector II	0657	21	57805	Bachelor's degree	80 hours of relevant training	2 years functionally related experience	Career Service (Professional) OR Current or previously issued Cabin Crew Competency Card	N/A	Flight Standards Inspectorate Service / Flight Operations Department / Commercial Air Transport Operations Certification and Inspection Division
13	Nurse II	0713	15	30531	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Flight Standards Inspectorate Service / Office of the Flight Surgeon
14	Air Traffic Management Officer III	0760	22	65319	Bachelor's degree	20 hours of relevant technical training/seminar AND Completion of Air Traffic Service Course	Two (2) years experience in the Air Traffic Service as practicing Air Traffic Controller or Aeronautical Station Operator with Current Facility Rating	Air Traffic Control License OR Aeronautical Station Operator License	N/A	Air Traffic Service / Aeronautical Information and Communication Department / Aeronautical Information Service/Map Division

15	Air Traffic Management Officer V	0837, 0838	24	83406	Bachelor's degree	80 hours of training in supervisory management AND Completion of Air Traffic Service Course	Four (4) years experience in the Air Traffic Service involving Administrative Supervision with Current Facility Rating	Air Traffic Control License OR Aeronautical Station Operator License	N/A	Air Traffic Service / Air Traffic Service Nationwide Facilities
16	Air Traffic Management Officer IV	0876, 0915, 0928, 0942, 0950, 0962	23	73811	Bachelor's degree	80 hours of training in supervisory management AND Completion of Air Traffic Service Course	Three (3) years experience in the Air Traffic Service involving Operational Supervision with Current Facility Rating	Air Traffic Control License OR Aeronautical Station Operator License	N/A	Air Traffic Service / Air Traffic Service Nationwide Facilities
17	Air Traffic Management Officer III	1012, 1051, 1046	22	65319	Bachelor's degree	20 hours of relevant technical training/seminar AND Completion of Air Traffic Service Course	Two (2) years experience in the Air Traffic Service as practicing Air Traffic Controller or Aeronautical Station Operator with Current Facility Rating	Air Traffic Control License OR Aeronautical Station Operator License	N/A	Air Traffic Service / Air Traffic Service Nationwide Facilities
18	Air Traffic Management Officer II	1164, 1226	21	57805	Bachelor's degree	10 hours of relevant technical training/seminar AND Completion of Air Traffic Service Course	One (1) year experience in the Air Traffic Service as practicing Air Traffic Controller or Aeronautical Station Operator with Current Facility Rating	Air Traffic Control License OR Aeronautical Station Operator License	N/A	Air Traffic Service / Air Traffic Service Nationwide Facilities
19	Air Traffic Management Officer I	1308, 1324, 1360, 1391, 1396, 1401, 1405, 3578, 3579, 3580, 3581, 3582, 3583, 3589, 3592, 3593, 3595, 3603, 3607, 3616, 3618, 3622	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 / Air Traffic Service Nationwide Facilities
20	Clerk III	1427	6	14847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Air Traffic Service / Air Traffic Service Nationwide Facilities
21	Administrative Assistant I	1446, 1468	7	15738	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Air Navigation Service / Air Navigation Project Planning And Design Department
22	CNS Systems Officer II	1863	21	57805	Bachelor's degree in Engineering (Electronics and Communication/Electrical/Mechanical/Computer/Aeronautics)	Certificate in Air Navigation Systems Specialists Course/Airways Technician Course/Airways Electronics Maintenance Course	Two (2) years of relevant experience	Career Service (Professional) OR Any appropriate Eligibility for Second Level positions	N/A	Air Navigation Service / Air Navigation Services 11 Field Offices

23	Airfield Lighting and Power Technician III	1948	15	30531	Completion of two (2) years studies in college OR High School graduate with relevant vocational/trade course	Certificate in Air Ground Maintenance-Mechanical/Airways Technician Course/Air Ground Maintenance-Electrical Course	Four (4) years relevant experience in the operation and maintenance of Airfield Lighting and Power System	CSC MC 11 s. 1996 Cat II3	N/A	Air Navigation Service / Air Navigation Services 11 Field Offices
24	Airfield Lighting and Power Technician II	1987	12	22938	Completion of two (2) years studies in college OR High School graduate with relevant vocational/trade course	Certificate in Airfield Lighting and Power Technical Course or its equivalent	Two (2) years relevant experience in the operation and maintenance of Airfield Lighting and Power Systems	CSC MC 11 s. 1996 Cat II3	N/A	Air Navigation Service / Air Navigation Services 11 Field Offices
25	Airfield Lighting and Power Technician I	2064	8	16758	Completion of two (2) years studies in college OR High School graduate with relevant vocational/trade course	Certificate in Airfield Lighting and Power Technical Course or its equivalent	None required	CSC MC 11 s. 1996 Cat II3	N/A	Air Navigation Service / Air Navigation Services 11 Field Offices
26	Firefighter IV	2258	14	27755	Completion of two years studies in college	16 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Air Navigation Service / Aerodrome Operation Department / Operational Safety Division
27	Administrative Assistant III	2503	9	17975	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Busuanga Airport
28	Clerk III	3054, 3055	6	14847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Area Center 8 (Pagadian)
29	Engineer II	3157	16	33584	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Zamboanga Airport
30	Firefighter III	3161	10	19233	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Zamboanga Airport
31	Firefighter II	3166	8	16758	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Zamboanga Airport

32	Firefighter I	3173, 3188	6	14847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Zamboanga Airport
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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 November 19, 2021.

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.
5. Or any additional documents that may be required by the Human Resource Management Division

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

AMNERIS G. GABRIEL

 Officer-In-Charge, Human Resource Management Division
 Old MIA Road, Pasay City

psb_secretariat@caap.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.