

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:

January 20, 2022

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	Stenographer B	0005	6	14847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Corporate Board Secretary
2	Internal Auditor II	0013	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	Internal Audit Service / Operations Audit Division
3	Division Chief III	0016	24	83406	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility	N/A	Internal Audit Service / Financial Audit Division
4	Internal Auditor II	0023	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	Internal Audit Service / Financial Audit Division

5	Aviation Training Officer IV	0054, 0055	24	83406	Bachelor's degree	80 hours of training in management and supervision AND Basic ATC/ACOM or CATS/ANSS/FSIS/ADMS	8 years of relevant experience in Civil Aviation, 3 years of which involves management and supervision AND 1 year of which in Civil Aviation Training Center	Career Service (Professional) OR Any appropriate Eligibility for Second Level positions	N/A	Civil Aviation Training Center
6	Information Officer V	0076	24	83406	Masteral Degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility	N/A	Corporate Communications Staff
7	Accident Investigation Officer II	0095	22	65319	Bachelor's degree	60 hours of training in Advance Aircraft Accident Investigation	7 years in aviation services	Appropriate Valid Airmen's License	N/A	Aircraft Accident Investigation and Inquiry Board
8	Accident Investigation Officer I	0097, 0098, 0099	21	57805	Bachelor's degree	40 hours of training in Basic Aircraft Accident Investigation and Prevention	5 years in aviation services	Appropriate Valid Airmen's License	N/A	Aircraft Accident Investigation and Inquiry Board
9	Supervising Aviation Services Safety Inspector	0108	25	95083	Bachelor's degree	40 hours supervisory or managerial training AND Certificate IN ANY of the following: Basic ATC Course, Basic ATS Course, Basic Airways Communicators Course, Comprehensive Air Traffic Service Course, Basic AIS Course, Airways Operations Specialist Course	1 year functionally related supervisory experience and at least 5 years functionally related or relevant experience as ATC, or ACOM or ATMO or, In AANSOO as Acting Inspector or Acting Assistant Inspector	Career Service Professional or RA 1080 or Air Traffic Control (ATC) License or Aeronautical Station Operator (ASO) License	N/A	Aerodrome And Air Navigation Safety Oversight Office / Air Traffic Safety Inspection Division

10	Aviation Services Safety Inspector II	0115	24	83406	Bachelor's degree	120 hours of relevant training OR Certificate IN ANY of the following Basic ATC Course, Basic ATS Course, Basic Airways Communicators Course, Comprehensive ATS Course, Basic AIS Course, Airways Operations Specialist Course	4 years functionally related or relevant experience as ATC or ACOM or ATMO or, in AANSOO as Acting Inspector or Acting Assistant Inspector	Career Service Professional or RA 1080 or Air Traffic Control (ATC) License or Aeronautical Station Operator (ASO) License	N/A	Aerodrome and Air Navigation Safety Oversight Office / Air Traffic Safety Inspection Division
11	Senior Aviation Services Safety Inspector	3549	24	83406	Bachelor's degree	160 hours of relevant training OR Certificate IN ANY of the following: Air Navigation Systems Specialist Training Course; Basic Airways Technician Training Course; Airways Technician Training; Basic Communication Navigation Surveillance Systems Officers Training Course	5 years functionally or relevant experience as ANSS or CNSO or Airways Technician, In AANSOO as Acting Inspector or Acting Assistant Inspector	Career Service Professional or R.A. 1080 or ATC License or ASO License or Airways Technician Eligibility	N/A	Aerodrome and Air Navigation Safety Oversight Office (AANSOO)/ Air Navigation Safety Inspection Division (ANSID)
12	Aviation Services Safety Inspector I	3557	23	73811	Bachelor's degree	Certificate IN ANY of the following: Air Navigation Systems Specialist Course, Basic Airways Technician Training Course, Airways Technician Training, Basic Communication Navigation Surveillance Systems Officers Training Course	3 years functionally related or relevant experience as ANSS or CNSO or Airways Technician, in AANSOO as Acting Inspector or Acting Assistant Inspector	Career Service Professional Or RA 1080 Or Airways Technician Eligibility	N/A	Aerodrome and Air Navigation Safety Oversight Office / Air Navigation Safety Inspection Division

13	Supervising Aviation Services Safety Inspector	3559, 3560	25	95083	Bachelor's degree	80 hours supervisory or managerial training/ course AND 160 hours IN ANY of the following training courses: Safety Management System (SMS), Runway Safety Program (RSP), Safety Audit Training, Aerodrome Certification Course, Aviation Safety Inspectors Course, Safety Oversight Course, Leadership Training, Airport Engineering or Operations Course, ATC or ACOM or ANSS/CNSSO Training Course	1 year functionally related supervisory experience and at least 5 years functionally related or relevant experience as ATC or COMS or ATMO in ATS/ATM or, As ANSS/CNSSO in ADMS or airport engineering or airport operations or In AANSOO as Acting Inspector	Career Service Professional or RA 1080 or Air Traffic Control (ATC) License or Aeronautical Station Operator (ASO) License or Airways Technician Eligibility	N/A	Aerodrome and Air Navigation Safety Oversight Office / Aerodrome Registration, Certification and Inspection Division
14	Senior Civil Aviation Regulations Officer	3572, 3573	21	57805	Bachelor's degree	80 hours of relevant training	3 years functionally related experience	Career Service Professional	N/A	Aerodrome and Air Navigation Safety Oversight Office/ Regulatory Safety Standards Division
15	Supervising Aircraft Maintenance Safety Inspector	0126	24	83406	Bachelor's degree in Engineering (Electronics & Communications /Electrical/ Mechanical/ Computer/ Aeronautical/Aircraft Maintenance Engineering and other relevant engineering courses)	80 hours of training in management and supervision AND Completion of all of the following courses: *Equipment Qualification Course *Commercial Pilot Course *Procedures for Air Navigation Services- Operations (PANS-OPS) Course Flight Inspection Training AND Completion of any two of the following courses: *Instrument Landing System (ILS) &VHF Omni-directional Range/Dopler VHF Omni-directional Range (VOR/DVOR) *Distance Measurement Equipment (DME) * Radar	8 years experience in flight inspection of CNS systems, 3 years of which involves supervision in flight inspection operations AND 1 year experience as Commercial Pilot or Flight Operations Officer	Career Service Professional OR Any appropriate eligibility for second level position	N/A	Flight Inspection and Calibration Group

16	Senior CNS Flight Inspector	0129	23	73811	Bachelor's degree in Engineering (Electronics & Communications /Electrical/Mechanical/Computer/ Aeronautics)	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 Course 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	6 years relevant experience in air navigation services AND 2 years experience in flight inspection of CNS systems	Career Service Professional OR Any appropriate eligibility for second level position	N/A	Flight Inspection and Calibration Group
17	Attorney II	0140, 0141	18	40637	Bachelor of Laws	None required	None required	RA 1080	N/A	Enforcement and Legal Service
18	Division Chief III	0333	24	83406	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility	N/A	Corporate Planning Office / Strategic Planning Division
19	Division Chief III	0342	24	83406	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility	N/A	Corporate Planning Office / Business Development Division
20	Business Development Analyst B	0349	11	20754	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Corporate Planning Office / Business Development Division

21	Division Chief III	0357	24	83406	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility	N/A	Corporate Planning Office / Management Information System Division
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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 February 4, 2022.

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.