

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	Executive Assistant I	0379	14	27755	Bachelor's degree	4 hours of training	1 year of experience	Career Service (Professional) Second Level Eligibility	N/A	Administrative and Finance Service
2	Department Manager III	0382	26	107444	Master's Degree OR Certificate in Leadership and Management from the CSC	120 hours* of supervisory/ management learning and development intervention	5 years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility	N/A	Administrative and Finance Service / Administrative Department
3	Driver Mechanic B	0395, 0404	7	15738	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Mechanic (MC 11, s. 96-Cat 1)	N/A	Administrative and Finance Service / Administrative Department / Facilities Maintenance Division
4	Accountant II	0475	16	33584	Bachelor's Degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	R.A. 1080	N/A	Administrative and Finance Service / Finance Department / Accounting Division

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](http://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](mailto:psb_secretariat@caap.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**