

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:

July 1, 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	Administrative Officer III	0387	18	40637	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Administrative and Finance Service / Administrative Department / Facilities Maintenance Division
2	Administrative Officer I	0391	11	20754	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	Administrative and Finance Service / Administrative Department / Facilities Maintenance Division
3	Supply Officer IV	0430	22	65319	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Administrative and Finance Service / Administrative Department / Supply and Procurement Division
4	Supply Officer II	0432	14	27755	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Administrative and Finance Service / Administrative Department / Supply and Procurement Division
5	Administrative Assistant I	0469	7	15738	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Administrative and Finance Service / Finance Department
6	Accountant I	0480, 0481	12	22938	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	N/A	Administrative and Finance Service / Finance Department / Accounting Division

7	Financial Analyst IV	0495	22	65319	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Administrative and Finance Service / Finance Department / Treasury Division
8	Financial Analyst II	0498	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 / Treasury 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 August 31, 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
hrmps@caap.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.