

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


CIVIL SERVICE COMMISSION  
CSCNCR Field Office - DFPC

**RECEIVED**  
MAR 02 2023  
BY: ANDRES D. FOMBUENA, JR.  
Senior Human Resource Specialist

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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**  
Acting Chief, Human Resource Management Division  
Date: March 02, 2023

| 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   | Attorney V  | 0134               | 13                     | 104819         | Bachelor of Laws  | 16 hours of relevant training | 3 years of relevant experience | RA 1080   | N/A                        | Enforcement and Legal Service   |
| 2   | Attorney III  | 0138               | 11                     | 48830          | Bachelor of Laws  | 4 hours of relevant training  | 1 year of relevant experience  | RA 1080   | N/A                        | Enforcement and Legal Service   |
| 3   | Administrative Assistant I                          | 0383               | 5                      | 17280          | Completion of two years studies in college                                | None required                 | None required                  | Career Service (Subprofessional)/ First Level Eligibility | N/A                        | Administrative and Finance Service / Administrative Department                |
| 4   | Accountant I  | 0483               | 8                      | 29049          | 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 |
| 5   | Budget Officer III                                  | 2874               | 11                     | 48830          | 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                        | Mactan International Airport  |
| 6   | Administrative Officer I                            | 2876               | 8                      | 29049          | Bachelor's degree   | None required                 | None required                  | Career Service (Professional)/ Second Level Eligibility   | N/A                        | Mactan International Airport  |

|   |                            |      |   |       |  |               |               |  |     |                              |
|---|----------------------------|------|---|-------|--|---------------|---------------|--|-----|------------------------------|
| 7 | Administrative Assistant I | 2877 | 5 | 17280 | Completion of two years studies in college | None required | None required | Career Service (Subprofessional)/<br>First Level Eligibility | N/A | Mactan International Airport |
| 8 | Clerk III                  | 2879 | 5 | 17280 | Completion of two years studies in college | None required | None required | Career Service (Subprofessional)/<br>First Level Eligibility | N/A | Mactan International Airport |
| 9 | Utility Worker II          | 2880 | 4 | 15846 | Must be able to read and write             | None Required | None Required | None Required  | N/A | Mactan International Airport |

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 March 17, 2023.

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**

Acting Chief, Human Resource Management Division

Old MIA Road, Pasay City

[hrmpsb@caap.gov.ph](mailto:hrmpsb@caap.gov.ph)

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

