

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 B. 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	Division Chief III	0083	25	95083	Master's Degree	80 hours of training in management and supervision from a civil aviation institution AND 40 hours relevant training from a civil aviation institution	10 years experience in a civil aviation authority/organization, 5 years of which involves supervision and coordination with the ICAO on international standards and recommended practices	Career Service (Professional) OR Any appropriate eligibility for second level position	N/A	International Civil Aviation Coordinating Staff
2	Administrative Assistant I	0143	7	15738	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Enforcement and Legal Service
3	Civil Security Assistant B	0182	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
4	Division Chief III	0429	24	83406	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management training/learning and development intervention	4 years of supervisory/management experience	Career Service (Professional)/ Second Level Eligibility	N/A	Administrative and Finance Service / Administrative Department / Supply and Procurement Division
5	Division Chief III	0453	24	83406	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management training/learning and development intervention	4 years of supervisory/management experience	Career Service (Professional)/ Second Level Eligibility	N/A	Administrative and Finance Service / Administrative Department / Human Resource Management Division

6	Division Chief III	0471	24	83406	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management training/learning and development intervention	4 years of supervisory/management experience	Career Service (Professional)/ Second Level Eligibility	N/A	Administrative and Finance Service / Finance Department / Accounting Division
7	Bookkeeper II	0485	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
8	Administrative Assistant I	0521	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 / Regulatory Standards Department
9	Civil Aviation Regulations Officer II	0526	20	51155	Bachelor's degree	40 hours of relevant training	2 years functionally related experience	Career Service Professional	N/A	Flight Standards Inspectorate Service / Regulatory Standards Department / Regulatory Standards Development Division
10	Civil Aviation Regulations Officer I	0529	19	45269	Bachelor's degree	None required	1 year functionally related experience	Career Service Professional	N/A	Flight Standards Inspectorate Service / Regulatory Standards Department / Regulatory Standards Development Division
11	Civil Aviation Regulations Officer II	0539	20	51155	Bachelor's degree	40 hours of relevant training	2 years functionally related experience	Career Service Professional	N/A	Flight Standards Inspectorate Service / Regulatory Standards Department / Aviation Records Management Division
12	Aircraft Engineering Safety Inspector I	0623	21	57805	Bachelor's degree in Engineering relevant to the job	40 hours of relevant training	2 years functionally related experience	Relevant RA 1080	N/A	Flight Standards Inspectorate Service / Airworthiness Department / Engineering and Aircraft Registration Division
13	Civil Aviation Regulations Officer I	0628	19	45269	Bachelor's degree	None required	1 year functionally related experience	Career Service Professional	N/A	Flight Standards Inspectorate Service / Airworthiness Department / Engineering and Aircraft Registration Division
14	Senior Flight Operations Control Safety Inspector	0672	23	73811	Bachelor's degree	120 hours of relevant training	3 years functionally related experience	Career Service (Professional) OR Commercial Pilot License (MC No. 11, s. 1996 - Cat IV) OR Flight Operations Officer License	N/A	Flight Standards Inspectorate Service / Flight Operations Department / Flight Operations Control Safety Inspection Division



15	Air Traffic Management Officer V	0788	24	83406	Bachelor's degree	80 hours of training in supervisory management AND Completion of Air Traffic Service Course	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 Control and Airspace Management Department / Area/Approach/Aerodrome Control Divisions
16	Air Traffic Management Officer IV	0797	23	73811	Bachelor's degree	80 hours of training in supervisory management AND Completion of Air Traffic Service Course	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 Control And Airspace Management Department / Area/Approach/Aerodrome Control Divisions
17	CNS Systems Officer IV	1556	23	73811	Bachelor's degree in Engineering (Electronics and Communication/ Electrical/ Mechanical/ Computer/ Aeronautics)	80 hours of training in supervisory management AND Certificate in Air Navigation Systems Specialist Course/ Airways Technician Course/ Airways Electronics Maintenance Course	6 years of relevant experience, 1 year of which involves supervision in air navigation services	Career Service (Professional) OR Any appropriate Eligibility for Second Level position	N/A	Air Navigation Service / Air Navigation Services 11 Field Offices
18	CNS Systems Officer II	1769	21	57805	Bachelor's degree in Engineering (Electronics and Communication/ Electrical/ Mechanical/ Computer/ Aeronautics)	Certificate in Air Navigation Systems Specialist Course/ Airways Technician Course/ Airways Electronics Maintenance Course	2 years of relevant experience	Career Service (Professional) OR Any appropriate Eligibility for Second Level position	N/A	Air Navigation Service / Air Navigation Services 11 Field Offices
19	Airfield Lighting and Power Technician III	1934	15	30531	Completion of two years studies in college OR High School graduate with relevant vocational/trade course	Certificate in Air Ground Maintenance-Mechanical Course/ Airways Technician Course/ Air Ground Maintenance-Electrical Course	4 years relevant experience	CSC MC 11 s. 1996 Category II	N/A	Air Navigation Service / Air Navigation Services 11 Field Offices
20	Firefighter I	2651	6	14847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Virac Airport
21	Firefighter I	3246	6	14847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Laguindingan Airport

22	Firefighter II	3359	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	Davao International Airport
23	Firefighter I	3521	6	14847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Cotabato Airport
24	Industrial Security Guard B	0217, 0231, 0253, 0265, 0266, 0297	5	14007	High School Graduate	None Required	None Required	Security Guard License	N/A	CAAP Security and Intelligence Service / Civil Security Division
25	Industrial Security Guard C	0313, 0329	3	12466	High School Graduate	None Required	None Required	Security Guard License	N/A	CAAP Security and Intelligence Service / Civil Security Division
26	Aviation Safety Analyst I	0535, 0536	19	45269	Bachelor's degree	None required	1 year relevant experience	Career Service Professional	N/A	Flight Standards Inspectorate Service / Regulatory Standards Department / Aviation Safety Analysis Division
27	Air Traffic Management Officer II	0763, 0765	21	57805	Bachelor's degree	10 hours of relevant technical training/seminar AND Completion of Air Traffic Service Course	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 / Aeronautical Information and Communication Department / Aeronautical Information Service/Map Division
28	Air Traffic Management Officer V	0830, 0845	24	83406	Bachelor's degree	80 hours of training in supervisory management AND Completion of Air Traffic Service Course	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
29	Air Traffic Management Officer IV	0886, 0930, 0935, 0949, 0966, 0974, 0978	23	73811	Bachelor's degree	80 hours of training in supervisory management AND Completion of Air Traffic Service Course	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



30	Air Traffic Management Officer III	0987, 1024, 1039, 1063, 1072, 1097, 1110, 1117, 1131	22	65319	Bachelor's degree	20 hours of relevant technical training/seminar AND Completion of Air Traffic Service Course	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
31	Air Traffic Management Officer II	1148, 1165, 1178, 1181, 1198, 1199, 1205, 1209, 1233, 1235, 1241, 1244, 1262, 1263, 1276, 1295	21	57805	Bachelor's degree	10 hours of relevant technical training/seminar AND Completion of Air Traffic Service Course	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
32	Air Traffic Management Officer I	1301, 1319, 1335, 1374, 3634, 3636, 3644, 3729, 3736, 3753	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
33	Firefighter II	2911, 2913	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	Tagbilaran 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 July 15, 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

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

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