

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	Department Manager III	0006	26	107444	Master's degree OR Certificate in Leadership and Management from the CSC	120 hours of supervisory/management training/learning and development intervention	5 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	N/A	Internal Audit Service
2	Internal Auditor III	0018	18	40637	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	Internal Audit Service / Financial Audit Division
3	Aviation Training Officer IV	0051	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
4	Information Officer II	0079	15	30531	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Corporate Communications Staff

5	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 Air Traffic Control Course, Basic Air Traffic Service 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
6	Aviation Services Safety Inspector II	0115	24	83406	Bachelor's degree	120 hours of relevant training OR Certificate IN ANY of the following: Basic Air Traffic Control Course, Basic Air Traffic Service Course, Basic Airways Communicators Course, Comprehensive Air Traffic Service 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
7	Aviation Services Safety Inspector I	0117, 0119, 0120	23	73811	Bachelor's degree	Certificate IN ANY of the following: Basic Air Traffic Control Course, Basic Air Traffic Service Course, Basic Airways Communicators Course, Comprehensive Air Traffic Service Course, Basic AIS Course, Airways Operations Specialist Course	3 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
8	Civil Aviation Regulations Officer I	3576, 3577	19	45269	Bachelor's degree	None required	1 year functionally related experience	Career Service (Professional) Eligibility	N/A	Aerodrome and Air Navigation Safety Oversight Office / Regulatory Safety Standards Division
9	Computer Programmer II	0372	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	Corporate Planning Office / Management Information System Division

10	Systems Analyst	0374	14	27755	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	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 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](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.**