

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 S. GABRIEL

Acting Chief, Human Resource Management Division

Date:

August 31, 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	Internal Auditor III	0018	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	Internal Audit Service / Financial Audit Division
2	Aviation Training Officer IV	0051	12	81588	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
3	Information Officer II	0079	10	39456	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Corporate Communications Staff
4	Public Relations Officer I	0080	8	29049	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	Corporate Communications Staff

CIVIL SERVICE COMMISSION
CSCNCR Field Office - DFPC
RECEIVED
AUG 31 2023
BY: ANDRES D. POMBUENA, JR.
Senior Human Resource Specialist

5	Aviation Services Safety Inspector I	0117, 0119, 0120	12	81588	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
6	Aviation Services Safety Inspector I	3557	12	81588	Bachelor's degree	Certificate IN ANY of the following: Air Navigation Systems Specialist Course, Basic Airways Technician Training Course, Airways Technician Training, Basic Communication Navigation Surveillance Systems Officers Training Course	3 years functionally related or relevant experience as ANSS or CNSO or Airways Technician, or in AANSOO as Acting Inspector or Acting Assistant Inspector	Career Service Professional or RA 1080 or Airways Technician Eligibility	N/A	Aerodrome and Air Navigation Safety Oversight Office / Air Navigation Safety Inspection Division
7	Supervising Aircraft Maintenance Safety Inspector	0126	12	81588	Bachelor's degree in Engineering (Electronics and Communications/ Electrical/ Mechanical/ Computer/ Aeronautical/ Aircraft Maintenance Engineering and other relevant engineering courses)	80 hours of training in management and supervision AND Completion of all of the following courses: Equipment Qualification Course, Commercial Pilot Course, Procedures for Air Navigation Services - Operations (PANS-OPS) Course/ Flight Inspection Training AND Completion of any two of the following courses: Instrument Landing System (ILS), VHF Omni-directional Range/ Doppler VHF Omni-directional Range (VOR/DVOR), Distance Measurement Equipment (DME), Radar	8 years experience in flight inspection of CNS systems, 3 years of which involves supervision in flight inspection operations AND 1 year experience as Commercial Pilot or Flight Operations Officer	Career Service (Professional) OR Any appropriate eligibility for second level position	N/A	Flight Inspection and Calibration Group

CIVIL SERVICE COMMISSION
CSCNCR Field Office - DFPC

RECEIVED
AUG 31 2023

BY: ANDRES D. FOMBUENA, JR.
Senior Human Resource Specialist

8	Senior CNS Flight Inspector	0129	12	81588	Bachelor's degree in Engineering (Electronics and Communications/ Electrical/ Mechanical/ Computer/ Aeronautics)	Completion of any of the following courses: Airways Technician Training Course, Basic ANSS Course, Airways Electronics Maintenance Course, Procedures for Air Navigation Services-Operation (PANS-OPS) Course/ Flight Inspection Training Course AND Completion of any two of the following courses: Instrument Landing System (ILS), VHF Omni-directional Range/ Doppler VHF Omni-directional Range (VOR/DVOR), Distance Measuring Equipment (DME), Radar	6 years relevant experience in air navigation services AND 2 years experience in flight inspection of CNS systems	Career Service (Professional) OR Any appropriate eligibility for second level position	N/A	Flight Inspection and Calibration Group
9	Administrative Assistant I	0143	5	17280	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Enforcement and Legal Service
10	Administrative Assistant I	0146	5	17280	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	CAAP Security and Intelligence Service
11	Intelligence Agent I	0154, 0155, 0156, 0161, 0162, 0164, 0167	6	20762	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 / Intelligence Division
12	Civil Security Officer D	0178	8	29049	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	CAAP Security and Intelligence Service / Civil Security Division

CIVIL SERVICE COMMISSION
CSCNCR Field Office - DFPC
RECEIVED
AUG 31 2023
BY: ANDRES D. ROMBUENA, JR.
Senior Human Resource Specialist

13	Civil Security Assistant B	0180, 0182, 0183, 0184	6	20762	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
14	Business Development Specialist	0344	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	Corporate Planning Office / Business Development Division
15	Administrative Officer III	0387	11	48830	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
16	Supply Officer IV	0430	12	81588	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
17	Supply Officer II	0432	9	33719	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
18	Administrative Assistant I	0469	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 / Finance Department
19	Accountant I	0479, 0480, 0481	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

CIVIL SERVICE COMMISSION
CSCNCR Field Office - DRC

RECEIVED
AUG 31 2023

BY: ANDRES D. FOMBUENA, JR.
Senior Human Resource Specialist

20	Bookkeeper II	0485	7	22688	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
21	Financial Analyst IV	0495	12	81588	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
22	Administrative Assistant I	0521	5	17280	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
23	Civil Aviation Regulations Officer II	0526	11	48830	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
24	Civil Aviation Regulations Officer I	0529	11	48830	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
25	Supervising Aviation Safety Analyst	0531	12	81588	Bachelor's degree	40 hours of supervisory training	1 year functionally related supervisory experience	Career Service Professional	N/A	Flight Standards Inspectorate Service / Regulatory Standard Department / Aviation Safety Analysis Division
26	Aviation Safety Analyst II	0534	11	48830	Bachelor's degree	40 hours of relevant training	2 years functionally related experience	Career Service Professional	N/A	Flight Standards Inspectorate Service / Regulatory Standard Department / Aviation Safety Analysis Division

CIVIL SERVICE COMMISSION
CSCNCR Field Office - DFPC

RECEIVED
AUG 31 2023

BY: ANDRES D. FOMBUENA, JR.
Senior Human Resource Specialist

27	Aviation Safety Analyst I	0535	11	48830	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
28	Aviation Safety Analyst I	0536	11	48830	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
29	Civil Aviation Regulations Officer II	0539	11	48830	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
30	Pilot Examiner I	0558	12	81588	Bachelor's degree	40 hours of relevant training	1 year relevant experience, Minimum 2,500 flying hours as Pilot-In-Command	Commercial Pilot License (MC No. 11, s. 1996 - Cat IV)	N/A	Flight Standards Inspectorate Service / Licensing and Certification Department / Training Organization Certification and Inspection Division
31	Pilot Examiner II	0569, 0570	12	81588	Bachelor's degree	80 hours of relevant training	2 years relevant experience, Minimum 2,500 flying hours as Pilot-In-Command	Commercial Pilot License (MC No. 11, s. 1996 - Cat IV)	N/A	Flight Standards Inspectorate Service / Licensing and Certification Department / Proficiency Check and Skills Test Division
32	Air Traffic Controller Examiner I	0584	11	48830	Bachelor's degree	40 hours of relevant training	1 year relevant experience	Air Traffic Controller's License (MC No. 11 s. 1996 - Cat IV)	N/A	Flight Standards Inspectorate Service / Licensing and Certification Department / Proficiency Check and Skills Test Division
33	Aircraft Engineering Safety Inspector I	0623	11	48830	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

CIVIL SERVICE COMMISSION
CSCNCR Field Office - DFPC

RECEIVED
AUG 31 2023

ANDRES D. FOMBUENA, JR.
Senior Human Resource Specialist

34	Civil Aviation Regulations Officer I	0628	11	48830	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
35	Supervising Flight Operations Safety Inspector	0662	12	81588	Bachelor's degree	40 hours of supervisory training	1 year functionally related supervisory experience	Airline Transport Pilot License (MC No. 11, s. 1996 - Cat IV)	N/A	Flight Standards Inspectorate Service / Flight Operations Department / General Aviation Operations Certification and Inspection Division
36	Flight Operations Safety Inspector II	0663, 0664	12	81588	Bachelor's degree	120 hours of relevant training	2 years functionally related experience	Airline Transport Pilot License (MC No. 11, s. 1996 - Cat IV)	N/A	Flight Standards Inspectorate Service / Flight Operations Department / General Aviation Operations Certification and Inspection Division
37	Flight Operations Safety Inspector I	0667, 0668, 0669	12	81588	Bachelor's degree	80 hours of relevant training	1 year functionally related experience	Airline Transport Pilot License (MC No. 11, s. 1996 - Cat IV)	N/A	Flight Standards Inspectorate Service / Flight Operations Department / General Aviation Operations Certification and Inspection Division
38	Senior Flight Operations Control Safety Inspector	0672	12	81588	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
39	Flight Operations Control Safety Inspector II	0674	12	81588	Bachelor's degree	80 hours of relevant training	2 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
40	Air Traffic Controller Examiner II	0691	12	81588	Bachelor's degree	80 hours of relevant training	2 years relevant experience	Air Traffic Controller License (MC No. 11 s. 1996 - Cat IV)	N/A	Flight Standards Inspectorate Service / Airmen Examination Board

CIVIL SERVICE COMMISSION
CSCNCR Field Office - DFPC

RECEIVED
AUG 31 2023

BY: ANDRES D. FOMBUENA, JR.
Senior Human Resource Specialist

41	Administrative Assistant I	0696	5	17280	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Flight Standards Inspectorate Service / Airmen Examination Board
42	Aerodrome Engineer II	2216	11	48830	Bachelor's degree in Engineering (Civil/Geodetic/Electrical/Mechanical) or BS in Architecture	40 hours of training in Airport Engineering, Management and other trainings related to civil aviation conducted by International Civil Aviation Organization (ICAO), Civil Aviation Training Center (CATC) of the Philippines/ other foreign countries and other agencies/ organizations	4 years experience in Aerodrome planning, construction, development, maintenance and operations, 3 years of which in Aerodrome maintenance and operations	Appropriate RA 1080	N/A	Aerodrome Development and Management Service / Aerodrome Engineering Department / Survey 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 September 11, 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;
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

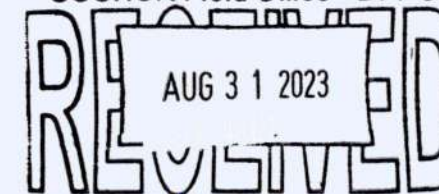
Acting Chief, Human Resource Management Division

Old MIA Road, Pasay City

hrmpsb@caap.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

**CIVIL SERVICE COMMISSION
CSCNCR Field Office - DFPC**



BY:

ANDRES D. FOMBUENA, JR.

Senior Human Resource Specialist