

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:

January 17, 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	Executive Assistant I	0726	14	27755	Bachelor's degree	4 hours of training	1 year of experience	Career Service (Professional) Second Level Eligibility	N/A	Air Traffic Service
2	Secretary II	0727	9	17975	Completion of two years studies in college	4 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Air Traffic Service
3	Air Traffic Management Officer V	0749	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 / Aeronautical Information and Communication Department / Aeronautical Telecom Division
4	Division Chief III	0754	25	95083	Bachelor's degree	80 hours of training in management AND Completion of Air Traffic Service Course	5 years experience in the Air Traffic Service involving management and supervision with 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

5	Air Traffic Management Officer V	0774	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 / Airspace and Flight Procedure Design Division
6	Air Traffic Management Officer IV	0778	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 / Airspace and Flight Procedure Design Division
7	Air Traffic Management Officer III	0780	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 Control and Airspace Management Department / Airspace and Flight Procedure Design Division
8	Division Chief III	0783	25	95083	Bachelor's Degree	80 hours of training in management AND Completion of Air Traffic Service Course	5 years experience in the Air Traffic Service involving management and supervision with 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
9	Air Traffic Management Officer IV	0794, 0796	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
10	Air Traffic Management Officer V	0818, 0820, 0821, 0822, 0823, 0824, 0832, 0833, 0840, 0843, 0844	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 / ATS Nationwide Facilities
11	Air Traffic Management Officer IV	0869, 0875, 0889, 0893, 0908, 0910, 0911, 0918, 0924, 0925, 0940, 0944, 0951, 0977	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 / ATS Nationwide Facilities

12	Air Traffic Management Officer III	0979, 0985, 0995, 1008, 1010, 1011, 1017, 1054, 1056, 1067, 1095, 1104, 1120, 1121	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 / ATS Nationwide Facilities
13	Air Traffic Management Officer II	1003, 1179, 1254, 1285, 1290	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 / ATS Nationwide Facilities
14	Air Traffic Management Officer I	3604, 3736	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 / ATS Nationwide Facilities
15	Utility Worker II	1431	3	12466	Must be able to read and write	None required	None required	None required	N/A	Air Traffic Service / ATS Nationwide Facilities

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 February 1, 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

 psb_secretariat@caap.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.