

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: January 20, 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	Administrative Assistant I	0146	7	15738	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	CAAP Security and Intelligence Service
2	Utility Worker II	0147	3	12466	Must be able to read and write	None required	None required	None required	N/A	CAAP Security and Intelligence Service
3	Intelligence Officer IV	0149	22	65319	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	CAAP Security and Intelligence Service / Intelligence Division
4	Intelligence Agent I	0154, 0156, 0161, 0162, 0164, 0167	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 / Intelligence Division

5	Civil Security Officer D	0179	11	20754	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	CAAP Security and Intelligence Service / Civil Security Division
6	Civil Security Assistant B	0180, 0183, 0184, 0186, 0189, 0190, 0192, 0193, 0197, 0199, 0201	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
7	Industrial Security Guard B	0260	5	14007	High School Graduate	None Required	None Required	Security Guard License	N/A	CAAP Security and Intelligence Service / Civil Security Division
8	Industrial Security Guard C	0320	3	12466	High School Graduate	None required	None required	Security Guard License	N/A	CAAP Security and Intelligence Service / Civil Security 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 February 4, 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

[psb\\_secretariat@caap.gov.ph](mailto:psb_secretariat@caap.gov.ph)

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