

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

Acting Chief, Human Resource Management Division

Date:

May 31, 2024

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	Board Secretary VI	0001	13	104819	Bachelor's degree	32 hours of relevant training	5 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Corporate Board Secretary
2	Attorney V	0134	13	104819	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080	N/A	Enforcement and Legal Service
3	Executive Assistant II	0033, 0034	10	39456	Bachelor's degree	4 hours of training	1 year of experience	Career Service (Professional)/ Second Level Eligibility	N/A	Office of the Director General

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 June 14, 2024.

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
careers@caap.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

CIVIL SERVICE COMMISSION
CSCNCR Field Office - PCC
RECEIVED
MAY 31 2024

BY:


ROSIE G. PERLAS
Senior Human Resource Officer