

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: September 25, 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	Administrative Assistant I	0007	5.4	20114	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Internal Audit Service
2	Executive Assistant IV	0032	12.1	81588	Bachelor's degree	16 hours of training	3 years of experience	Career Service (Professional) Second Level Eligibility	N/A	Office of the Director General
3	Supervising Aviation Services Safety Inspector	3547	13	104819	Bachelor's degree	40 hours supervisory or managerial training AND Certificate IN ANY of the following: <ul style="list-style-type: none">• Air Navigation Systems Specialist Training Course• Basic Airways Technician Training Course• Airways Technician Training• Basic Communication Navigation Surveillance Systems Officers Training Course	1 year functionally related supervisory experience and at least 5 years functionally related or relevant experience as <ul style="list-style-type: none">• ANSS or• CNSSO or• Airways Technician or• In AANSOO as Acting Inspector or Acting Assistant Inspector	Career Service Professional or RA 1080 or ATC License or ASO License or Airways Technician Eligibility	N/A	Aerodrome and Air Navigation Safety Oversight Office / Air Navigation Safety Inspection Division

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BY:  **ROSIE D. PERLAS**
Senior Human Resource Specialist

4	Aviation Services Safety Inspector I	3557	12.2	87568	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
5	Division Chief III	3569	13	104819	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management training/learning and development intervention	4 years of supervisory/management experience	Career Service (Professional)/ Second Level Eligibility	N/A	Aerodrome and Air Navigation Safety Oversight Office / Regulatory Safety Standards Division
6	Supervising CNS Flight Inspector	0125	12.3	96536	Bachelor's degree in Engineering (Electronics and Communications/ Electrical/ Mechanical/ Computer/ Aeronautics)	80 hours of training in management and supervision AND 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	8 years relevant experience in air navigation services, 3 years of which involves management and supervision in flight inspection of CNS systems	Career Service (Professional) OR Any appropriate eligibility for second level position	N/A	Flight Inspection and Calibration Group

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7	Aircraft Systems Specialist	0130, 0131	11.3	66551	Bachelor's degree relevant to aircraft maintenance/ engineering	40 hours of relevant training	4 years of experience in the aviation industry as a licensed aircraft mechanic/ specialist	CAAP Aviation Maintenance Technician or Specialist License (CSC MC No. 11, s. 1996, as amended - Category IV)	N/A	Flight Inspection and Calibration Group
8	Aircraft Maintenance Specialist	0132	11.2	57690	Bachelor's degree relevant to aircraft maintenance/ engineering	40 hours of relevant training	4 years of experience in the aviation industry as a licensed aircraft mechanic/ specialist	CAAP Aviation Maintenance Technician or Specialist License (CSC MC No. 11, s. 1996, as amended - Category IV)	N/A	Flight Inspection and Calibration Group
9	Attorney III	0136, 0138	11.4	75411	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Enforcement and Legal Service
10	Intelligence Officer I	0153	8.1	29049	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Caap Security and Intelligence Service / Intelligence Division
11	Division Chief III	0342	12.3	96536	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management training/learning and development intervention	4 years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	N/A	Corporate Planning Office / Business Development Division
12	Business Development Chief A	0343	12.1	81588	Bachelor's degree relevant to the job	24 hours of relevant training	4 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Corporate Planning Office / Business Development Division
13	Business Development Specialist	0344	11.1	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

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14	Business Development Analyst A	0347	9.1	33719	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Corporate Planning Office / Business Development Division
15	Administrative Assistant I	0408	5.4	20114	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Administrative and Finance Service / Administrative Department / Facilities Maintenance Division
16	Cashier II	0447	9.2	36464	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 / Cashiering Division
17	Supervising Civil Aviation Regulations Officer	0524	12.3	96536	Bachelor's degree	40 hours supervisory training	1 year functionally related supervisory experience	Career Service (Professional) Eligibility	N/A	Flight Standards Inspectorate Service / Regulatory Standards Department / Regulatory Standards Development Division
18	Civil Aviation Regulations Officer I	0528	11.2	57690	Bachelor's degree	None required	1 year functionally related experience	Career Service (Professional) Eligibility	N/A	Flight Standards Inspectorate Service / Regulatory Standards Department / Regulatory Standards Development Division
19	Senior Aviation Safety Analyst	0532	11.4	75411	Bachelor's degree	80 hours of relevant training	3 years functionally related experience	Career Service (Professional) Eligibility	N/A	Flight Standards Inspectorate Service / Regulatory Standards Department / Aviation Safety Analysis Division
20	Civil Aviation Regulations Officer I	0540	11.2	57690	Bachelor's degree	None required	1 year functionally related experience	Career Service (Professional) Eligibility	N/A	Flight Standards Inspectorate Service / Regulatory Standards Department / Aviation Records Management Division

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21	Clerk III	0542	5.3	19170	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 / Aviation Records Management Division
22	Administrative Assistant I	0545	5.4	20114	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Flight Standards Inspectorate Service / Licensing and Certification Department
23	Supervising Civil Aviation Licensing Officer	0548	12.3	96536	Bachelor's degree	40 hours of supervisory training	1 year functionally related supervisory experience	Career Service (Professional) Eligibility	N/A	Flight Standards Inspectorate Service / Licensing and Certification Department / Airmen Licensing Division
24	Division Chief III	0563	13	104819	Bachelor's degree	80 hours of supervisory or managerial training	2 years functionally related supervisory or managerial experience	Airline Transport Pilot License (CAAP)	N/A	Flight Standards Inspectorate Service / Licensing and Certification Department / Proficiency Check and Skills Test Division
25	Aircraft Maintenance Safety Inspector I	0599	11.4	75411	Bachelor's degree	40 hours of relevant training	1 year functionally related experience	Aviation Maintenance Specialist License / Aviation Maintenance Technician License (CAAP)	N/A	Flight Standards Inspectorate Service / Airworthiness Department / Commercial Air Transport Certification and Inspection Division

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26	Department Manager III	0630	15	158361	Bachelor's degree	120 hours supervisory or managerial training	3 years functionally related supervisory or managerial experience A) For place of assignment in Commercial Air Transport Certification and Inspection Division, minimum of 5,000 hours as Pilot-in-Command of air transport type of civil or military aircraft. B) For place of assignment in General Aviation Operations Certification and Inspection Division, minimum of 2,500 hours as Pilot-in-Command of air transport type of civil or military aircraft.	Airline Transport Pilot License (CAAP)	N/A	Flight Standards Inspectorate Service / Flight Operations Department
27	Supervising Flight Operations Control Safety Inspector	0671	12.3	96536	Bachelor's degree	40 hours of supervisory training	1 year functionally related supervisory experience	Career Service Professional or Commercial Pilot License (MC No.11, s. 1996-Cat. IV)	N/A	Flight Standards Inspectorate Service / Flight Operations Department / Flight Operations Control Safety Inspection Division
28	Flight Operations Control Safety Inspector II	0675	12.1	81588	Bachelor's degree	80 hours of relevant training	2 years functionally related experience	Career Service Professional or Commercial Pilot License (MC 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
29	Flight Operations Control Safety Inspector I	0676	11.4	75411	Bachelor's degree	40 hours of relevant training	1 year functionally related experience	Career Service Professional or Commercial Pilot License (MC 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
30	Dangerous Goods Safety Inspector II	0682	11.4	75411	Bachelor's degree	80 hours of relevant training	2 years functionally related experience	Career Service (Professional) Eligibility	N/A	Flight Standards Inspectorate Service / Flight Operations Department / Flight Operations Control Safety Inspection Division

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31	Test Specialist I	0695	8.1	29049	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Flight Standards Inspectorate Service / Airmen Examination Board
32	Administrative Assistant I	0718	5.4	20114	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Flight Standards Inspectorate Service / Office of the Flight Surgeon
33	Air Navigation Facilities Engineer I	1445	11.1	48830	Bachelor's degree in Engineering (Electronics and Communications/ Electrical/ Mechanical)	Certificate in Computer Aided Design Course or its equivalent	2 years relevant experience	RA 1080 (CE, EE or ME)	N/A	Air Navigation Service / Air Navigation Project Planning and Design Department
34	Firefighter II	2357	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	Tuguegarao Airport
35	Firefighter I	2361	5.3	19170	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Tuguegarao Airport
36	Firefighter I	2433	5.3	19170	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	San Jose Airport
37	Administrative Assistant III	2503	7.1	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	Busuanga Airport

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38	Administrative Assistant III	2748	7.1	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	Bacolod Airport
39	Administrative Assistant III	2824	7.1	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	Kalibo International Airport
40	Administrative Assistant III	2952	7.1	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	Tacloban Airport
41	Administrative Assistant I	3053	5.4	20114	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Pagadian Airport (Area Center)
42	Administrative Assistant III	3098	7.1	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	Dipolog Airport
43	Engineer II	3157	10.2	41724	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Zamboanga International Airport
44	Firefighter IV	3160	9.2	36464	Completion of two years studies in college	16 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Zamboanga International Airport

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45	Firefighter III	3161	7.2	24496	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Zamboanga International Airport
46	Firefighter II	3166	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	Zamboanga International Airport
47	Air Terminal Supervisor	3251	10.1	39456	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Butuan Airport
48	Administrative Assistant III	3254	7.1	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	Butuan Airport

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 October 10, 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.

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