

CIVIL SERVICE COMMISSION

National Capital Region

# Bulletin of Vacant Positions in GOVERNMENT \*



*Republic of the Philippines*  
CIVIL SERVICE COMMISSION

**NOVEMBER 20, 2024** **CSC-PCC FO: 2024-11-04**  
(Date of Publication)

\* Please be advised that all requests for publication of vacant third level positions should be filed at the CSC-ERPO, CO (Batasan Hills, QC). The requirement to publish vacant third level position under RA No. 7041 shall be deemed complied with only if the said positions are published by the CSC-ERPO (CSC MC No. 11, s. 2007).


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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: November 20, 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	Internal Auditor IV	0017	12.1	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	Internal Audit Service / Financial Audit Division
2	Internal Auditor III	0019	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	Internal Audit Service / Financial Audit Division
3	Internal Auditor II	0021	10.1	39456	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Internal Audit Service / Financial Audit Division

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

4	Intelligence Agent I	0160	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
5	Civil Security Assistant B	0181	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
6	Senior Corporate Planning Analyst	0337	10.2	41724	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Corporate Planning Office / Strategic Planning Division
7	Business Development Officer A	0345	10.2	41724	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Corporate Planning Office / Business Development Division
8	Business Development Analyst B	0348	8.1	29049	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
9	Supply Officer III	0431	11.1	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 / Supply and Procurement Division

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**ROSIE C. PERLAS**  
Senior Human Resource Specialist



10	Supply Officer I	0433	7.2	24496	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Administrative and Finance Service / Administrative Department / Supply and Procurement Division
11	Supervising Procurement Officer	0438	10.3	45127	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 / Procurement Division
12	Cashier III	0445	11.1	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 / Cashiering Division
13	Cashier I	0449	7.2	24496	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Administrative and Finance Service / Administrative Department / Cashiering Division
14	Supervising Aerodrome Engineer	2207	12.3	96536	Bachelor's degree in Engineering (Civil/ Geodetic/ Electrical/ Mechanical) or BS in Architecture	80 hours of training in management and supervision AND 80 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	8 years experience in Aerodrome planning, construction, development, maintenance and operations, 6 years of which involves Aerodrome maintenance and operations and 2 years of which involves management and supervision	Appropriate RA 1080	N/A	Aerodrome Development and Management Service / Aerodrome Engineering Department / Planning and Programming Division

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ROSIE O. PERLAS  
Senior Human Resource Specialist

15	Aerodrome Engineer I	2219	11.1	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 the Philippines/ other foreign countries and other agencies/ organizations	2 years experience in Aerodrome planning, construction, development, maintenance and operations, 1 year of which in Aerodrome maintenance and operations	Appropriate RA 1080	N/A	Aerodrome Development and Management Service / Aerodrome Engineering Department / Survey Division
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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 December 5, 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](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  
Acting Chief, Human Resource Management Division  
Old MIA Road, Pasay City  
[careers@caap.gov.ph](mailto:careers@caap.gov.ph)

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

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