



Place of Assignment:	HUMAN RESOURCE MANAGEMENT DIVISION – CAAP Central Office
Position Title:	Human Resource Specialist (COS Project-based)
Education:	Bachelor's degree
Training:	None required
Experience:	None required but is an advantage
Eligibility:	<i>None required but CS Professional/Second Level Eligibility is an advantage</i>

Other Qualifications:

1. Exceptional Math skills
2. Excel, Google Sheets proficiency
3. Detail oriented, creative and regards excellence
4. Able to work independently and with minimal supervision
5. Open to extended hours

Instruction/Remarks:

Interested and qualified applicants are requested to send the application documents (in PDF) to careers@caap.gov.ph with subject Human Resource Specialist_Last Name, First Name

Duties and Responsibilities:

1. Cross-checking of e-leave records with attendance and manual leave cards
2. Identifying discrepancies in e-leave records and manual leave cards
3. Resolve discrepancies based on the CSC Omnibus Rules on Leave
4. Reflect changes on e-leave records
5. Establishing and maintaining individual summary of leave

Application Documents:

1. Letter of Intent addressed to Ms. Amneris G. Gabriel – Assistant Director General I, Human Resource Management Department
2. Updated Curriculum Vitae (CV)
3. Updated Personal Data Sheet (PDS)

Applications with incomplete requirements shall not be entertained.

Posting date: 08 April 2025

Closing Date: 21 April 2025