



## ANNOUNCEMENT

The Civil Aviation Authority of the Philippines is looking for driven, qualified and competent individuals that will be assigned at Sangley Airport.

Listed below are the job vacancies in Job Orders status with minimum requirements.

**General Qualifications:**

1. Natural born citizen of the Philippines,
2. Physically, mentally and psychologically fit,
3. With good moral character,
4. Without criminal or administrative case, and
5. Has not been dishonorably separated from government or private service.

	POSITION	ADDITIONAL QUALIFICATIONS	NUMBER OF VACANT POSITION/S
1	Accounting Assistant II	<b>Education:</b> Bachelor's degree in Commerce/ Business Administration	3
		<b>Experience:</b> None required	
		<b>Training:</b> None required	
		<b>Eligibility:</b> CS Sub-Professional	
2	Accounting Analyst	<b>Education:</b> Bachelor's degree in Commerce/ Business Administration	1
		<b>Experience:</b> None required	
		<b>Training:</b> None required	
		<b>Eligibility:</b> CS Professional	
3	Administrative Assistant II	<b>Education:</b> Bachelor's degree	11
		<b>Experience:</b> None required	
		<b>Training:</b> None required	
		<b>Eligibility:</b> CS Sub-Professional	
4	Airport Firefighter	<b>Education:</b> Completion of two (2) years study in college or at least seventy-two (72) units	15
		<b>Age Limit:</b> Not more than twenty-six (26) years old	
		<b>Height:</b> 5'4" and above	
		<b>Experience:</b> None required	
		<b>Training:</b> None required	
5	Airport Security Assistant II	<b>Education:</b> Completion of two (2) years study in college or at least seventy-two (72) units	51
		<b>Age Limit:</b> Not more than forty (40) years old	
		<b>Height:</b> Female - 5'4" and above Male - 5'6" and above	
		<b>Experience:</b> None required	
		<b>Training:</b> None required	
6	Buildings Maintenance Worker II	<b>Education:</b> High School graduate or completion of relevant vocational/trade course	6
		<b>Experience:</b> None required	
		<b>Training:</b> None required	
		<b>Eligibility:</b> NC II Tesda Certificate	
7	Data Encoder II	<b>Education:</b> Bachelor's degree, <i>preferably Computer-related course</i>	1
		<b>Experience:</b> None required	
		<b>Training:</b> None required	
		<b>Eligibility:</b> CS Sub-Professional	

	POSITION	ADDITIONAL QUALIFICATIONS	NUMBER OF VACANT POSITION/S
8	Airport Technical Assistant II	<b>Education:</b> Bachelor's degree in Civil Engineering	2
		<b>Experience:</b> None required	
		<b>Training:</b> None required	
		<b>Eligibility:</b> CS Sub-Professional	
9	Engineer	<b>Education:</b> Bachelor's degree in Civil Engineering	1
		<b>Experience:</b> None required	
		<b>Training:</b> None required	
		<b>Eligibility:</b> RA 1080	
10	Airport Facility Cleaner II	<b>Education:</b> Elementary graduate	23
		<b>Experience:</b> None required	
		<b>Training:</b> None required	
		<b>Eligibility:</b> None required	
11	Human Resource Management Aide II	<b>Education:</b> Bachelor's degree	2
		<b>Experience:</b> None required	
		<b>Training:</b> None required	
		<b>Eligibility:</b> CS Sub-Professional	
12	Driver II	<b>Education:</b> High School graduate/Tesda Certificate	2
		<b>Experience:</b> None required	
		<b>Training:</b> None required	
		<b>Eligibility:</b> Professional Driver License	

Submit your application with the following documents:

1. Application letter indicating desired position addressed

**To: CAPTAIN JIM C. SYDIONGCO**  
 Director General  
 Civil Aviation Authority of the Philippines  
 MIA Road cor. Ninoy Aquino Ave.,  
 Pasay City, Metro Manila, 1300

**Thru: GIL M. MACAPAGAL**  
 Officer-in-Charge  
 Human Resource Management Division

2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017)
3. Transcript of Records (authenticated copy),
4. Diploma (authenticated copy),
5. Civil Service Eligibility/PRC License (original and photocopy),
6. Police Clearance (original copy), and
7. NBI Clearance (original copy).

Applicants may personally submit or send thru email their application to:

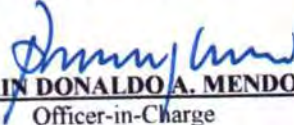
**GIL M. MACAPAGAL**  
 Officer-in-Charge  
 Human Resource Management Division  
 Civil Aviation Authority of the Philippines (CAAP)  
 MIA Road, cor. Ninoy Aquino Ave., Pasay City  
 caap.hrmd@gmail.com

**on or before 5:00PM of 16 September 2019** at the Human Resource Management Division (HRMD) of the CAAP, MIA Road, Pasay City.

**APPLICATIONS WITH INCOMPLETE REQUIREMENTS WILL NOT BE ENTERTAINED.**

For inquiries, please call Ms. Jacqueline Tigno (+02) 944 2074/ 944 2076 or email us at caap.hrmd@gmail.com.

APPROVED for posting:

  
**CAPTAIN DONALDO A. MENDOZA**  
 Officer-in-Charge  
 Office of the Director General



# PERSONAL DATA SHEET

**WARNING:** Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

**READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.**

Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No.

(Do not fill up. For CSC use only)

## I. PERSONAL INFORMATION

2. SURNAME			
FIRST NAME			NAME EXTENSION (JR., SR)
MIDDLE NAME			
3. DATE OF BIRTH (mm/dd/yyyy)		16. CITIZENSHIP	<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH		If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)		House/Block/Lot No.	Street
8. WEIGHT (kg)		Subdivision/Village	Barangay
9. BLOOD TYPE		City/Municipality	Province
10. GSIS ID NO.		ZIP CODE	1300
11. PAG-IBIG ID NO.		18. PERMANENT ADDRESS	
12. PHILHEALTH NO.		House/Block/Lot No.	Street
13. SSS NO.		Subdivision/Village	Barangay
14. TIN NO.		City/Municipality	Province
15. AGENCY EMPLOYEE NO.		ZIP CODE	
		19. TELEPHONE NO.	
		20. MOBILE NO.	
		21. E-MAIL ADDRESS (if any)	

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR)		
MIDDLE NAME			
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME			
FIRST NAME	NAME EXTENSION (JR., SR)		
MIDDLE NAME			
25. MOTHER'S MAIDEN NAME			
SURNAME			
FIRST NAME			
MIDDLE NAME			

(Continue on separate sheet if necessary)

## III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY							
SECONDARY							
VOCATIONAL / TRADE COURSE							
COLLEGE							
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,

a. within the third degree?  YES  NO

b. within the fourth degree (for Local Government Unit - Career Employees)?  YES  NO

If YES, give details: \_\_\_\_\_

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35. a. Have you ever been found guilty of any administrative offense?  YES  NO

If YES, give details: \_\_\_\_\_

b. Have you been criminally charged before any court?  YES  NO

If YES, give details: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Status of Case/s: \_\_\_\_\_

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36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?  YES  NO

If YES, give details: \_\_\_\_\_

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37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?  YES  NO

If YES, give details: \_\_\_\_\_

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38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?  YES  NO

If YES, give details: \_\_\_\_\_

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?  YES  NO

If YES, give details: \_\_\_\_\_

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39. Have you acquired the status of an immigrant or permanent resident of another country?  YES  NO

If YES, give details (country): \_\_\_\_\_

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40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:

a. Are you a member of any indigenous group?  YES  NO

If YES, please specify: \_\_\_\_\_

b. Are you a person with disability?  YES  NO

If YES, please specify ID No: \_\_\_\_\_

c. Are you a solo parent?  YES  NO

If YES, please specify ID No: \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.

ID picture taken within the last 6 months  
3.5 cm. X 4.5 cm  
(passport size)

With full and handwritten name tag and signature over printed name

Computer generated or photocopied picture is not acceptable

PHOTO

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Government Issued ID (i.e Passport, GSIS, SSS, PRC, Driver's License, etc.)  
**PLEASE INDICATE ID Number and Date of Issuance**

Government Issued ID: \_\_\_\_\_

ID/License/Passport No.: \_\_\_\_\_

Date/Place of Issuance: \_\_\_\_\_

Signature (Sign inside the box)

\_\_\_\_\_

Date Accomplished

\_\_\_\_\_

Right Thumbmark

\_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

\_\_\_\_\_

Person Administering Oath