

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 in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the CIVIL AVIATION AUTHORITY OF THE PHILIPPINES:

  
**JULIET ANGELICA H. BOISER**  
Division Chief III

Date: November 3, 2025

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 / Area of Specialization/ Residency Requirement (if applicable)	
1	Department Manager III	0745	15	158361	Bachelor's degree	80 hours of training in management AND Completion of Air Traffic Service Course	10 years of relevant experience in Air Traffic Services, 5 years of which involves management and supervision with Facility Rating	Air Traffic Control License OR Aeronautical Station Operator License	N/A	Air Traffic Service / Aeronautical Information and Communication Department
2	Division Chief III	0773	13	104819	Bachelor's degree	80 hours of training in management AND Completion of Air Traffic Service Course	5 years experience in the Air Traffic Service involving management and supervision with Facility Rating	Air Traffic Control License OR Aeronautical Station Operator License	N/A	Air Traffic Service / Air Traffic Control and Airspace Management Department / Airspace and Flight Procedure Design Division
3	Division Chief III	0782	13	104819	Bachelor's degree	80 hours of training in management AND Completion of Air Traffic Service Course	5 years experience in the Air Traffic Service involving management and supervision with Facility Rating	Air Traffic Control License OR Aeronautical Station Operator License	N/A	Air Traffic Service / Air Traffic Control and Airspace Management Department / Approach Control Division

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than November 14, 2025

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

PCC NOV/03/25/03:51PM

*This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.*

*This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).*

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

JULIET ANGELICA H. BOISER  
Division Chief III  
Old MIA Road, Pasay City  
careers@caap.gov.ph

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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