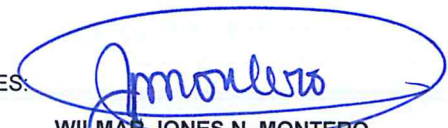


Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
Request for Publication of Vacant Positions

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:


WILMAR JONES N. MONTERO
Officer-In-Charge, HRMD

Date: December 1, 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	Executive Assistant II	0034	10.3	45127	Bachelor's degree	4 hours of training	1 year of experience	Career Service (Professional) Second Level Eligibility	N/A	Office of the Director General
2	Aviation Training Officer V	0049	13	104819	Bachelor's degree	80 hours of training in management and supervision AND Basic ATC/ACOM or CATS/ANSS/FSIS/ADMS	10 years of relevant experience in civil aviation, 5 years of which involves management and supervision AND 2 years of which in Civil Aviation Training Center	Career Service (Professional) OR Any appropriate Eligibility for Second Level positions	N/A	Civil Aviation Training Center

PCC DEC/01/25/1136AM


ROSIE D. PERLAS
Senior Human Resource Specialist

3	Aviation Training Officer IV	0054	12.3	96536	Bachelor's degree	80 hours of training in management and supervision AND Basic ATC/ACOM or CATS/ANSS/FSIS/ADMS	8 years of relevant experience in civil aviation, 3 years of which involves management and supervision AND 1 year of which in Civil Aviation Training Center	Career Service (Professional) OR Any appropriate Eligibility for Second Level positions	N/A	Civil Aviation Training Center
4	Aviation Services Safety Inspector II	0115	12.3	96536	Bachelor's degree	120 hours of relevant training OR Certificate IN ANY of the following: <ul style="list-style-type: none"> • Basic Air Traffic Control Course • Basic Air Traffic Service Course • Basic Airways Communicators Course • Comprehensive Air Traffic Service Course • Basic AIS Course • Airways Operations Specialist Course 	4 years functionally related or relevant experience as <ul style="list-style-type: none"> • ATC or • ACOM or • ATMO or • In AANSOO as Acting Inspector or Acting Assistant Inspector 	Career Service Professional or RA 1080 or ATC License or ASO License	N/A	Aerodrome And Air Navigation Safety Oversight Office / Air Traffic Safety Inspection Division

PCC DEC/01/25/11:38AM


ROSIE D. PERLAS
Senior Human Resource Specialist

5	Senior Aviation Services Safety Inspector	3549	12.3	96536	Bachelor's degree	<p>160 hours of relevant training OR Certificate IN ANY of the following:</p> <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 	<p>5 years functionally or relevant experience as</p> <ul style="list-style-type: none"> • ANSS or • CNSO 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
6	Aviation Services Safety Inspector I	3557	12.2	87568	Bachelor's degree	<p>Certificate IN ANY of the following:</p> <ul style="list-style-type: none"> • Air Navigation Systems Specialist Course • Basic Airways Technician Training Course • Airways Technician Training • Basic Communication Navigation Surveillance Systems Officers Training Course 	<p>3 years functionally related or relevant experience as</p> <ul style="list-style-type: none"> • 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

PCC DEC/01/25/11:39AM


ROSIE DC. PERLAS
 Senior Human Resource Specialist

7	Senior CNS Flight Inspector	0128	12.2	87568	Bachelor's degree in Engineering (Electronics and Communications/ Electrical/ Mechanical/ Computer/ Aeronautics)	<p>Completion of any of the following courses:</p> <ul style="list-style-type: none"> • Airways Technician Training Course • Basic ANSS Course • Airways Electronics Maintenance Course • Procedures for Air Navigation Services-Operation (PANS-OPS) Course/ Flight Inspection Training Course <p>AND</p> <p>Completion of any two of the following courses:</p> <ul style="list-style-type: none"> • Instrument Landing System (ILS) • VHF Omni-directional Range/ Doppler VHF Omni-directional Range (VOR/DVOR) • Distance Measurement Equipment (DME) • Radar 	<p>6 years relevant experience in air navigation services</p> <p>AND</p> <p>2 years experience in flight inspection of CNS systems</p>	<p>Career Service (Professional)</p> <p>OR</p> <p>Any appropriate eligibility for second level position</p>	N/A	Flight Inspection and Calibration Group
8	Attorney III	0136	11.4	75411	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Enforcement and Legal Service
9	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	<p>Career Service (Professional)</p> <p>Second Level Eligibility</p>	N/A	Corporate Planning Office / Business Development Division

PCC DEC/01/25/11 1339AF


ROSIE D. PERLAS
 Senior Human Resource Specialist

10	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
11	Business Development Analyst B	0349	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
12	Supply Officer IV	0430	12.1	81588	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Administrative And Finance Service / Administrative Department / Supply And Procurement Division
13	Financial Analyst II	0497	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	Administrative And Finance Service / Finance Department / Treasury Division
14	Financial Analyst I	0500	8.1	29049	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Administrative And Finance Service / Finance Department / Treasury Division

POC DEC/01/25/11:39AM


ROSIE D.C. PERLAS
 Senior Human Resource Specialist

15	Budget Officer III	0503	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	Administrative And Finance Service / Finance Department / Budget Division
16	Executive Assistant I	0517	9.2	36464	Bachelor's degree	4 hours of training	1 year of experience	Career Service (Professional) Second Level Eligibility	N/A	Flight Standards Inspectorate Service
17	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
18	Senior Civil Aviation Licensing Officer	0549	12.1	81588	Bachelor's degree	80 hours of functionally related training	3 years functionally related experience	Career Service (Professional) Eligibility	N/A	Flight Standards Inspectorate Service / Licensing And Certification Department / Airmen Licensing Division
19	Administrative Assistant I	0631	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 / Flight Operations Department

POC DEC/01/25/11:39AM


ROSIE D. PERLAS
 Senior Human Resource Specialist

20	Flight Operations Control Safety Inspector I	0678	11.4	75411	Bachelor's degree	40 hours of relevant training	1 year functionally related experience	Career Service (Professional) Eligibility or Commercial Pilot License (MC No. 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
21	Air Terminal Supervisor	2276	10.1	39456	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Laoag International Airport
22	Firefighter I	2319	5.3	19170	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Baguio Airport
23	Firefighter I	2372	5.3	19170	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Tuguegarao Airport
24	Firefighter I	2553, 2560	5.3	19170	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Bicol International Airport

PCC DEC/01/25/11:39AM


ROSIE D. PERLAS
 Senior Human Resource Specialist

25	Firefighter II	2595	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	Masbate Airport
26	Firefighter I	2622	5.3	19170	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Naga Airport
27	Firefighter III	2636	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	Virac Airport
28	Firefighter I	2644, 2646, 2647, 2651	5.3	19170	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Virac Airport
29	Firefighter I	2694	5.3	19170	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Iloilo International Airport

PCC DEC/01/25/11:39AM

ROSIE D. PERLAS
Senior Human Resource Specialist

30	Heavy Equipment Operator II (BHS Operator)	2716	5.3	19170	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (MC 11, s. 96 - Cat. I)	N/A	Iloilo International Airport
31	Air Terminal Supervisor	2847	10.1	39456	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Roxas Airport
32	Firefighter I	2861	5.3	19170	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Roxas Airport
33	Air Terminal Supervisor	2945	10.1	39456	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Tacloban Airport
34	Financial Analyst I	2948	8.1	29049	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Tacloban Airport

PCC DEC/01/25/11:39AM

ROSIE D.C. PERLAS
Senior Human Resource Specialist

35	Firefighter III	2949	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	Tacloban Airport
36	Firefighter I	2969	5.3	19170	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Tacloban Airport
37	Firefighter I	2997	5.3	19170	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Calbayog Airport
38	Firefighter II	3004	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	Catarman Airport
39	Firefighter I	3008	5.3	19170	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Catarman Airport

PCC DEC/01/'25/11:39AM

ROSIE DC. PERLAS
Senior Human Resource Specialist

40	Firefighter III	3061, 3062	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	Pagadian Airport
41	Firefighter II	3099	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	Dipolog Airport
42	Firefighter I	3190	5.3	19170	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Zamboanga International Airport
43	Air Terminal Supervisor	3277	10.1	39456	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Ozamis Airport
44	Firefighter I	3284	5.3	19170	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Ozamis Airport

PCC DEC/01/25/11:39AM


ROSIE D.C. PERLAS
Senior Human Resource Specialist

45	Administrative Assistant III	3304	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	Surigao Airport
46	Firefighter I	3318	5.3	19170	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Surigao Airport

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

December 16, 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.

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:

WILMAR JONES N. MONTERO

Officer-In-Charge, HRMD

Old MIA Road, Pasay City

careers@caap.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PCC DEC/01/25/11:40AM


ROSIE D. PERLAS
Senior Human Resource Specialist