



Place of Assignment: Flight Inspection & Calibration Group (FICG)

Position Title: Technical Assistant I (Contract of Service)

Education: Completion of a baccalaureate degree in either Technology or Engineering fields

Training: At least 8 hours relevant training

Experience: At least 1 year of work experience

Eligibility: None required but CS Professional / Second level Eligibility or Any RA 1080 License is an advantage

Instruction/Remarks:

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

Duties and Responsibilities:

- Maintain organized project files (electronic and hard copy) to ensure proper record-keeping and audit readiness.
- Encode documents and data into designated templates, trackers, and the FICG records system.
- Prepare research briefs to support procurement decisions and operational planning.
- Assist in the preparation of programs of work, bid documents, and other procurement requests.
- Perform other related tasks as may be assigned by supervisors.

Application Documents:

1. Letter of Intent addressed to Wilmar Jones N Montero – Acting Chief, HRMD
2. Updated Curriculum Vitae (CV)
3. Updated Personal Data Sheet (PDS)

Applications with incomplete requirements shall not be entertained.

Closing Date: March 23, 2026