

Republic of the Philippines
PHILIPPINE STATE COLLEGE OF AERONAUTICS
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PHILIPPINE STATE COLLEGE OF AERONAUTICS in the CSC website:

[Signature]
MA. TERESA S. ROSALES, Ed. D.
HRMO

Date: 1/31/2025

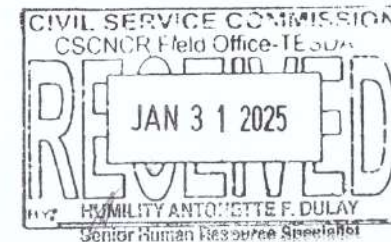
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	SUC Vice President I	PSCAB-SUCVP1-1-2000	25	111,727.00	Appropriate Masteral Degree	None Required	Three (3) years in position/s involving management and supervision	None Required	Integrity, Professionalism, Accountability, Strategic Thinking & Work Management	NCR
2	Attorney IV	PSCAB-ATY4-2-2023	23	87,315.00	Bachelor of Laws	Eight (8) Hours of Relevant Training	Two (2) years of Relevant Experience	RA 1080	Exemplifying Integrity, Delivering Service Excellence, Solving problems and making decisions. Demonstrating personal effectiveness, speaking and writing effectively, championing and applying innovations, planning and delivering, managing information	NCR

CIVIL SERVICE COMMISSION
CSCNCR Field Office - ILOILO
RECEIVED
JAN 31 2025
BY HUMILITY ANTONETTE F. DULAY
Senior Human Resource Specialist

3	Information Technology Officer I	PSCAB-ITO1-36-2023	19	56,390.00	Bachelor's Degree relevant to the job	Eight (8) Hours of Relevant Training	Two (2) years of Relevant Experience	Career Service Professional/ Second level eligibility	Partnership and Linkages, Environmental awareness, Strategic thinking, Developing People, Strategic Planning, Leadership skills, Leading Innovations & Directing and Managing Change	NCR
4	Internal Auditor III	PSCAB-IAUD3-31-2023	18	51,304.00	Bachelor's Degree relevant to the job	Eight (8) Hours of Relevant Training	Two (2) years of Relevant Experience	Career Service Professional/ Second level eligibility	Partnership and Linkages, Environmental awareness, Strategic thinking, Developing People, Strategic Planning, Leadership skills, Leading Innovations & Directing and Managing Change	NCR
5	Information Officer III	PSCAB-INFO3-37-2023	18	51,304.00	Bachelor's Degree	Eight (8) Hours of Relevant Training	Two (2) years of Relevant Experience	Career Service Professional/ Second level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Environmental Awareness, Strategic Thinking, Developing people, Strategic Planning, Leaderships Skills, Leading Innovations & Directing and Managing Change	NCR
6	Planning Officer III	PSCAB-PLQ3-26-2023	18	51,304.00	Bachelor's Degree relevant to the job	Eight (8) Hours of Relevant Training	Two (2) years of Relevant Experience	Career Service Professional/ Second level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Environmental Awareness, Strategic Thinking, Developing people, Strategic Planning, Leaderships Skills, Leading Innovations & Directing and Managing Change	NCR

CIVIL SERVICE COMMISSION
 CSCNCR Field Office - Iloilo
RECEIVED
 JAN 31 2025
 HUMILITY ANTONETTE F. DULAY
 Senior Human Resource Specialist

7	Accountant II	PSCAB-A2-26-2023	16	43,560.00	Bachelor's Degree in Commerce/ Business Administration major in Accounting	Four (4) Hours of Relevant Training	One (1) year of Relevant Experience	RA 1080	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Environmental Awareness, Strategic Thinking, Developing people, Strategic Planning, Leadership Skills, Leading Innovations & Directing and Managing Change	NCR
8	Information System Analyst II	PSCAB-INFOSA2-34-2023	16	43,560.00	Bachelor's Degree relevant to the job	Four (4) Hours of Relevant Training	One (1) year of Relevant Experience	Career Service Professional/ Second level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Environmental Awareness, Strategic Thinking, Developing people, Strategic Planning, Leadership Skills, Leading Innovations & Directing and Managing Change	NCR
9	Board Secretary 1	PSCAB-BS1-40-2023	14	37,024.00	Bachelor's Degree	Four (4) Hours of Relevant Training	One (1) year of Relevant Experience	Career Service Professional/ Second level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Environmental Awareness, Strategic Thinking, Developing people, Strategic Planning, Leadership Skills, Leading Innovations & Directing and Managing Change	NCR



10	Legal Assistant III	PSCAB-LEA3-29-2023	14	37,024.00	BS Legal Management. AB Paralegal Studies, Law, Political Science or other allied courses	Eight (8) Hours of Training relevant to legal work, such as legal ethics, legal research and writing or legal procedures	One (1) year Experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	Career Service Professional/ Second level eligibility	Exemplifying integrity, Delivering Service Excellence, Solving problems and making decisions. Demonstrating personal effectiveness, speaking and writing effectively, championing and applying innovations, planning and delivering, managing information	NCR
11	Accountant I	PSCAB-A1-4-1998	12	32,245.00	Bachelor's Degree in Commerce/ Business Administration major in Accounting	None Required	None Required	RA 1080	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Environmental Awareness, Strategic Thinking, Developing people, Strategic Planning, Leaderships Skills, Leading Innovations & Directing and Managing Change	NCR
12	Legal Assistant II	PSCAB-LEA2-30-2023	12	32,245.00	BS Legal Management. AB Paralegal Studies, Law, Political Science or other allied courses	Four (4) Hours of Training relevant to legal work, such as legal ethics, legal research and writing or legal procedures	None Required	Career Service Professional/ Second level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Environmental Awareness, Strategic Thinking, Developing people, Strategic Planning, Leaderships Skills, Leading Innovations & Directing and Managing Change	NCR



13	Librarian I	PSCAB-LIB1-7-1996	11	30,024.00	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None Required	None Required	R.A. 1080	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Environmental Awareness, Strategic Thinking, Developing people, Strategic Planning, Leadership Skills, Leading Innovations & Directing and Managing Change
14	Registrar I	PSCAB-R1-1-1998	11	30,024.00	Bachelor's Degree	None Required	None Required	Career Service Professional/ Second level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Environmental Awareness, Strategic Thinking, Developing people, Strategic Planning, Leadership Skills, Leading Innovations & Directing and Managing Change
15	Administrative Aide VI	PSCAB ADA6-53-2023 PSCAB-ADA6-54-2023 PSCAB-ADA6-59-2023	6	18,957.00	Completion of Two (2) years studies in College	None Required	None Required	Career Service Sub-Professional/ First level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Environmental Awareness
16	Administrative Aide III	PSCAB-ADA3-40-2004	3	15,852.00	Completion of Two (2) years studies in College	None Required	None Required	Career Service Sub-Professional/ First level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Environmental Awareness

CIVIL SERVICE COMMISSION
 CSCNCR Field Office - TE, 10/1/23
RECEIVED
 JAN 31 2025
 HUNILY ANTOINETTE F. DULAY
 Senior Human Resource Specialist

[Handwritten signature]

17	Accountant II	PSCAB-A2-29-2023	16	43,560.00	Bachelor's Degree in Commerce/ Business Administration major in Accounting	Four (4) Hours of Relevant Training	One (1) year of Relevant Experience	RA 1080	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Environmental Awareness, Strategic Thinking, Developing people, Strategic Planning, Leadership Skills, Leading Innovations & Directing and Managing Change	Region III
18	Administrative Officer III	PSCAB-ADOF3-19-2023	14	37,024.00	Bachelor's Degree relevant to the job	Four (4) Hours of Relevant Training	One (1) year of Relevant Experience	Career Service Professional/ Second level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Environmental Awareness, Strategic Thinking, Developing people, Strategic Planning, Leadership Skills, Leading Innovations & Directing and Managing Change	Region III
19	Administrative Aide VI	PSCAB-ADA6-18-2004	6	18,957.00	Completion of Two (2) years studies in College	None Required	None Required	Career Service Sub-Professional/ First level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Environmental Awareness	Region III
20	Accountant II	PSCAB-A2-28-2023	16	43,560.00	Bachelor's Degree in Commerce/ Business Administration major in Accounting	Four (4) Hours of Relevant Training	One (1) year of Relevant Experience	RA 1080	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Environmental Awareness, Strategic Thinking, Developing people, Strategic Planning, Leadership Skills, Leading Innovations & Directing and Managing Change	Region IV-A

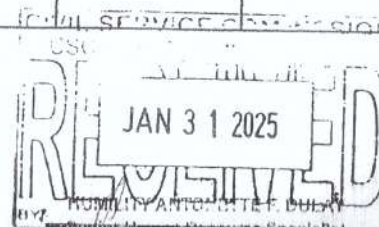
CIVIL SERVICE COMMISSION
 CSCNCR Field Office - E. D.
RECEIVED
 JAN 31 2025
 HUMILITY ANTONIO F. DULAY
 Senior Human Resource Specialist

21	Administrative Officer III	PSCAB-ADOF3-18-2023	14	37,024.00	Bachelor's Degree relevant to the job	Four (4) Hours of Relevant Training	One (1) year of Relevant Experience	Career Service Professional/ Second level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Environmental Awareness, Strategic Thinking, Developing people, Strategic Planning, Leadership Skills, Leading Innovations & Directing and Managing Change	Region IV-A
22	Administrative Aide IV	PSCAB-ADA4-26-2023	4	16,833.00	Completion of Two (2) years studies in College	None Required	None Required	Career Service Sub-Professional/ First level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Environmental Awareness	Region IV-A
23	Administrative Officer V	PSCAB-ADOF5-9-2023	18	51,304.00	Bachelor's Degree relevant to the job	Eight (8) Hours of Relevant Training	Two (2) years of Relevant Experience	Career Service Professional/ Second level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Environmental Awareness, Strategic Thinking, Developing people, Strategic Planning, Leadership Skills, Leading Innovations & Directing and Managing Change	Region VII
24	Administrative Officer IV	PSCAB-ADOF4-15-2023	15	40,208.00	Bachelor's Degree relevant to the job	Four (4) Hours of Relevant Training	One (1) year of Relevant Experience	Career Service Professional/ Second level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Environmental Awareness, Strategic Thinking, Developing people, Strategic Planning, Leadership Skills, Leading Innovations & Directing and Managing Change	Region VII

CIVIL SERVICE COMMISSION

RECEIVED
 JAN 31 2025
 BY: HUMILITY ANTOINETTE F. DULAY
 Senior Human Resource Specialist

25	Administrative Officer III	PSCAB-ADOF3-20-2023	14	37,024.00	Bachelor's Degree relevant to the job	Four (4) Hours of Relevant Training	One (1) year of Relevant Experience	Career Service Professional/ Second level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Environmental Awareness, Strategic Thinking, Developing people, Strategic Planning, Leadership Skills, Leading Innovations & Directing and Managing Change	Region VII
26	Administrative Officer I	PSCAB-ADOF1-19-2023	10	25,586.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/ Second level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Environmental Awareness, Strategic Thinking, Developing people, Strategic Planning, Leadership Skills, Leading Innovations & Directing and Managing Change	Region VII
27	Administrative Assistant II	PSCAB-ADAS2-28-2023	8	21,488.00	Completion of Two (2) years studies in College	Four (4) Hours of Relevant Training	One (1) year of Relevant Experience	Career Service Sub-Professional/ First level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Environmental Awareness, Strategic Thinking,	Region VII
28	Administrative Aide VI	PSCAB-ADA6-62-2023 PSCAB-ADA6-66-2023	6	18,957.00	Completion of Two (2) years studies in College	None Required	None Required	Career Service Sub-Professional/ First level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Environmental Awareness	Region VII
29	Administrative Aide IV	PSCAB-ADA4-25-2023	4	16,833.00	Completion of Two (2) years studies in College	None Required	None Required	Career Service Sub-Professional/ First level eligibility	Accountability, Customer Service Excellence, Building Partnerships and Linkages, Environmental Awareness	Region VII



Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than February 10, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

Note: Pursuant to Sec. 5 of the RA 10524 otherwise known as the Equal Employment Opportunity Act, no person with disability shall be denied access to opportunities for suitable employment, thus the PHILIPPINE STATE COLLEGE OF AERONAUTICS provides equal employment opportunities to all employees and applicants moreover, the PHILIPPINE STATE COLLEGE OF AERONAUTICS prohibits discrimination and harassment of any type without regard to race, color, region, age, sex, national origin, sexual orientation, or any characteristics.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

PROF. MARWIN M. DELA CRUZ, Ph. D.

SUC President I

Piccio Garden, Villamor, Pasay City

hr.philsca@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

