MEMORANDUM

TO : ALL CONCERNED

FROM : THE CHAIRPERSON
MIAA Personnel Selection Board—First & Second Level

RE : INVITATION TO APPLY FOR VACANT POSITIONS

The Manila International Airport Authority (MIAA) announces the posting of various vacant positions for qualified applicants. Please refer to the attached list of vacant positions and qualification standards along with statement of duties and functions. Interested applicants are advised / reminded to update their 201 files and submit updated Personal Data Sheet (CSC Form 212 – Revised 2017) to reflect the following, among others, which would support / strengthen their bid for promotion:

➤ Honors/commendations/citations received;
➤ Scholarship grants;
➤ Special skills;
➤ Seminars/trainings/conferences attended;
➤ Awards conferred; and
➤ Relevant work experience and training;

Applicants are also directed to submit an electronic / scanned copy of the following thru email at miaa_psb@yahoo.com within ten (10) calendar days from the date of posting hereof, indicating the three (3) desired position/s, which should be arranged according to preference:

➤ Letter of intent addressed to the Chairperson of the Personnel Selection Board thru the PSB Secretariat;
➤ Original authenticated copy of Transcript of Records or Diploma;
➤ Original authenticated copy of Civil Service Eligibility or PRC Report of Rating;
➤ Applicants who have post-graduate studies must submit an original authenticated copy of official Transcript of Records with Special Order if completed;
➤ Updated Strategic Performance Management System (SPMS), covering the last rating period
➤ Department Order / Office Order / Memorandum concerning designation (i.e Secretariat, Shift-In-Charge, Section Head, etc.)
The Managers / Officers - In - Charge / Heads of Office, Division, or Department shall be responsible in advising the personnel under their supervision regarding the various vacancies in the organization.

Likewise, to expedite the process of deliberation of PSB, all applicants are encouraged to submit a complete set of requirements and their respective summary of qualifications using the attached format (marked as Annex A) thru the email address provided above.

Late submission of applications and supplementary documents shall no longer be accepted by the Personnel Division. However, applicants may request for reconsideration in writing addressed to the Chairperson, PSB.

ARLENE B. BRITANICO

PSB First & Second Level
Date of Publication SEP 09 2020

MIAA-GENERAL SERVICES DIVISION
CERTIFIED TRUE COPY
OF AN ORIGINAL DOCUMENT
NOT VALID WITH ERASURES/ALTERATION

SEP 09 2020

MARJORIE A. PABATANG
GSD Records Custodian
<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>SG</th>
<th>OFFICE / DIVISION</th>
<th>NO. OF VACANT POS.</th>
<th>Item No.</th>
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<td>Cashier B</td>
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<td>Cashiering Division</td>
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<td>Public Affairs Office</td>
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<td>Gavine V. Mirador</td>
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<td>Internal Control Officer A</td>
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<td>Internal Audit Services Office</td>
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<td>Ma. Nenita A. Endaya</td>
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<td>Civil Works Division</td>
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<td>ECS Operator B</td>
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<td>International Terminal Operations Division</td>
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<td>Leticia L. Lainez</td>
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<td>Auto Mechanic A</td>
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<td>Rescue &amp; Firefighting Division</td>
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<td>Roberto M. Gallarde</td>
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<td>Ricardo E. San Jose</td>
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<td>Lenin I. Enriquez</td>
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<td>Personnel Division</td>
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<td>Mario P. Villalobos</td>
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<td>Domestic Terminal Operations Division</td>
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PSB First & Second Level
Date of Publication **SEP 09 2020**
<table>
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<tr>
<th><strong>APPLICANTS</strong></th>
<th><strong>JUAN PAULO M. DELA CRUZ</strong></th>
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</table>
| POSITION APPLYING FOR | Senior Corporate Accountant B (SG 17) (Acctg. Div.)  
| | Head Cashier (SG 19) (Cahsiering Div.)  
| | Supervising IRD Officer B (HRDD) |
| PRESENT POSITION | Sr. Corporate Accounts Analyst (SG 15)  
| | MIAA - Accounting Division |
| EDUCATION | - Master of Business and Administration  
| | University of Perpetual Help System - Delta  
| | Year Graduated 2012  
| | - Bachelor of Science in Accountancy  
| | University of Perpetual Help System - Delta  
| | Year Graduated 2006 |
| WORK EXPERIENCE/ACCOMPLISHMENT/AWARDS | - Sr. Accountant B (SG 17)  
| | MIAA, Accounting Division  
| | July 28, 2009 to present  
| | - Sr. Corporate Accountant  
| | LBPSM - MIAA Accounting  
| ADDITIONAL DESIGNATION/ASSIGNMENT | - Head, Accounts Receivable Section  
| | Accounting Division  
| | 2005 to present |
| LENGTH OF RELEVANT WORK EXPERIENCE | 8 years and 8 months |
| COMMENDATION / AWARDS | - Certificate of Recognition given by GM J.A. Honrado on November 12, 2016 for turning over to the proper authorities a left behind pouch containing P80,000.00 |
| TRAININGS | - Supervising Devt. Course  
| | Oct. 10 - 16, 2015 (32 hrs)  
| | - Strategic Performance Mgt. System Workshop  
| | July 15, 2014 (8 hours)  
| | - GACPA Accountancy Week  
| | Celebration  
| | July 22, 2013 (8 hrs)  
| | - Managerial Finance & Strategy  
| | June 29, 2011 (9 hrs.)  
| | - Competency Devt. Program for Supervisors  
| | May 3 - 5, 2011 (24 hrs)  
| | - Service Excellence for Supervisors  
| | Nov. 19, 2009 (3 hrs.)  
| | Total - 88 hours |
| MEMBERSHIP AFFILIATION | - MPFAI (Asst. Treasurer)  
| | - PICPA |
| ELIGIBILITY | - RA 1093  
| | - 4.3 VS  
| | - 4.2 VS |
| STATUS OF EMPLOYMENT | Permanent |
| SKILLS | - Computer Literate |
| REMARKS | 7 yrs in service (MIAA) |
| ADDITIONAL INFO | Age - 30  
| | Status - Single  
| | Dependents - N/A |
POSITION: CASHIER B (SG 14)

QUALIFICATION STANDARDS:

EDUCATION REQUIREMENTS: Bachelor's degree
EXPERIENCE REQUIREMENTS: 1 year of relevant experience
TRAINING REQUIREMENTS: 4 hours of relevant training
ELIGIBILITY REQUIREMENTS: CS Professional / Second Level Eligibility

DUTIES AND FUNCTIONS

1. Receives money collections and issues appropriate receipts for cash, checks and other forms of monetary transactions handled.
2. Reviews and checks payroll of employees.
3. Assists in the payment of salaries and other monetary benefits due to corporate officials and employees.
4. Accounts for the receipt, custody and disbursement of funds.
5. Attends to any salary complaints of personnel.
6. Sorts and counts cash collections made during the day and prepares consolidated reports based on the reports made by Senior Cash Clerks.
7. Examines checks to determine genuineness of currency notes and checks received.
8. Assists in the issuance of checks to employees and creditors.
9. Performs other related functions.

Division/Office: CASHIERING DIVISION
No. of vacant position/s: ONE (1)
POSITION: PUBLIC RELATIONS OFFICER B (SG 13)

QUALIFICATION STANDARDS:

EDUCATION REQUIREMENTS : Bachelor's degree
EXPERIENCE REQUIREMENTS : None required
TRAINING REQUIREMENTS : None required
ELIGIBILITY REQUIREMENTS : CS Professional / Second Level Eligibility

DUTIES AND FUNCTIONS

1. Receives guests and dignitaries in the Authority's VIP room.
2. Facilitates the arrival and/or departure of visiting foreign officials and high government officials.
3. Prepares and arranges VIP rooms to accommodate special guests and officials of the Government.
4. Attends to the needs of special guests in the Airport.
5. Extends information assistance to special guests and visitors of the Airport.
6. Attends to the beautification of the MIA Complex during arrival and/or departure of dignitaries and other guest of the government.
7. Entertains visitors of the Airport.
8. Mans VIP rooms during hour of duty.
9. Performs other related functions.

Division/Office : PUBLIC AFFAIRS OFFICE
No. of vacant position/s : ONE (1)
POSITION:  INTERNAL CONTROL OFFICER A (SG 13)

QUALIFICATION STANDARDS:

EDUCATION REQUIREMENTS :  Bachelor's degree relevant to the job
EXPERIENCE REQUIREMENTS :  None required
TRAINING REQUIREMENTS :  None required
ELIGIBILITY REQUIREMENTS :  CS Professional / Second Level Eligibility

DUTIES AND FUNCTIONS

1. Undertakes the review/examination of the adequacy of the internal controls of all auditable operations and units of the agency;

2. Undertakes the review/evaluation of the soundness, adequacy and application of accounting, financial and other operating controls and promoting the most effective control at reasonable cost;

3. Undertakes the review of the operations of the Authority to ascertain whether or not results are consistent with established objectives and goals and whether or not such programs are being carried out as planned;

4. Undertakes the preparation and improvement of internal audit procedures and the formulation of audit plans and programs;

5. Undertakes the evaluation of the extent to which the assets and other resources of the Authority are accounted for and safeguarded from losses of all kinds;

6. Undertakes the evaluation of the quality of performance of groups or individuals in carrying out their assigned responsibilities;

7. Recommends corrective actions on operational deficiencies observed; and

8. Performs other related functions.

Division/Office :  INTERNAL AUDIT SERVICES OFFICE
No. of vacant position/s :  ONE (1)
POSITION: MASTER PLUMBER (SG 10)

QUALIFICATION STANDARDS:

EDUCATION REQUIREMENTS : Completion of two years studies in college or High School graduate with relevant vocational / trade course

EXPERIENCE REQUIREMENTS : 2 years of relevant experience

TRAINING REQUIREMENTS : 8 hours of relevant training

ELIGIBILITY REQUIREMENTS : RA 1080

DUTIES AND FUNCTIONS

1. Supervises the work of a group of plumbers and inspects and estimates plumbing systems.

2. Plans, directs and supervises procedures and schedules of plumbing work.

3. Makes assignments to lower level plumbers.

4. Interprets and implements plumbing plans and specifications.

5. Determines and requisitions materials and other equipment needed.

6. Prepares cost estimates of labor and materials on a variety of plumbing projects.

7. Inspects work done by contractor or by administration while in progress and recommends acceptance of completed work.

8. Performs other related functions.

Division/Office : CIVIL WORKS DIVISION
No. of vacant position/s : ONE (1)
POSITION: ECS OPERATOR B (SG 09)

QUALIFICATION STANDARDS:

EDUCATION REQUIREMENTS : Completion of two years studies in college or High School graduate with relevant vocational / trade course

EXPERIENCE REQUIREMENTS : 1 year of relevant experience

TRAINING REQUIREMENTS : 4 hours of relevant training

ELIGIBILITY REQUIREMENTS : CSC MC No. 10, s. 2013 Category II (Electronics Equipment Technician)

DUTIES AND FUNCTIONS

1. Listens for telephone numbers called and connects calling parties concerned.

2. Refers to supervisor, observes or reported defects of telephone lines and subscribers equipment.

3. Receives reports of lines and switchboard complaints and takes measures to solve them.

4. Cleans and maintains assigned equipment.

5. Receives telephone calls and refers the parties to persons concerned.

6. Receives and transmits official and commercial messages.

7. Answers telephone inquiries regarding the functions of the office.

8. Performs other related functions.

Division/Office : INTERNATIONAL TERMINAL OPERATIONS DIVISION

No. of vacant position/s : ONE (1)
POSITION: AUTO MECHANIC A (SG 09)

QUALIFICATION STANDARDS:

EDUCATION REQUIREMENTS: High School Graduate or Completion of relevant vocational / trade course

EXPERIENCE REQUIREMENTS: 1 year of relevant experience

TRAINING REQUIREMENTS: 4 hours of relevant training

ELIGIBILITY REQUIREMENTS: CSC MC No. 10, s. 2013 Category II (Mechanic – Automotive Servicing)

DUTIES AND FUNCTIONS

1. Inspects, repairs, overhauls, tests, adjusts and maintains heavy and light duty machinery and other mechanical equipment such as heavy duty compressors, heavy duty pumps, heavy duty meters, indicators, gauges, boilers and steam engines.

2. Performs trouble shooting, tuning and testing of engines repairs.

3. Performs bunch-fitting work such as assembling machine parts, bearings and other machine parts.

4. Checks specifications of spare parts requisitioned and issued them.

5. Performs other related functions.

Division/Office : RESCUE & FIREFIGHTING DIVISION
No. of vacant position/s : THREE (3)
POSITION: CLERK PROCESSOR B (SG 06)

QUALIFICATION STANDARDS:

EDUCATION REQUIREMENTS : Completion of two years studies in college
EXPERIENCE REQUIREMENTS : None required
TRAINING REQUIREMENTS : None required
ELIGIBILITY REQUIREMENTS : CS Subprofessional / First Level Eligibility

DUTIES AND FUNCTIONS

1. Types correspondences, reports, memoranda, and other related documents.
2. Performs basic computation and tabulating jobs.
3. Performs liaison work with other offices, departments, and divisions of the Authority and with other agencies.
4. Keeps, sorts, indexes, files, and maintains official papers and documents relating to the operation and activity of the office.
5. Attends to visitors and answers telephone calls/inquiries.
6. Performs other related functions.

Division/Office : PERSONNEL DIVISION
No. of vacant position/s : ONE (1)
POSITION: CLERK PROCESSOR B (SG 06)

QUALIFICATION STANDARDS:

EDUCATION REQUIREMENTS: Completion of two years studies in college
EXPERIENCE REQUIREMENTS: None required
TRAINING REQUIREMENTS: None required
ELIGIBILITY REQUIREMENTS: CS Subprofessional / First Level Eligibility

DUTIES AND FUNCTIONS

1. Types correspondences, reports, memoranda, and other related documents.

2. Performs basic computation and tabulating jobs.

3. Performs liaison work with other offices, departments, and divisions of the Authority and with other agencies.

4. Keeps, sorts, indexes, files, and maintains official papers and documents relating to the operation and activity of the office.

5. Attends to visitors and answers telephone calls/inquiries.

6. Performs other related functions.

Division/Office: DOMESTIC TERMINAL OPERATIONS DIVISION
No. of vacant position/s: ONE (1)