



MC No. 11 s., 1997

**MEMORANDUM CIRCULAR**

**TO :** ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES OF THE NATIONAL GOVERNMENT AND LOCAL GOVERNMENT INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS AND STATE COLLEGES AND UNIVERSITIES

**SUBJECT :** Amendment of the Qualification Standards of Various Air Transportation Office (ATO) Positions

Pursuant to CSC Resolution Nos. 980691 dated March 31, 1998, the Commission has approved the attached Qualification Standards of the following positions:

**POSITION TITLE**

<b>I. Air Traffic Service Division:</b>	<b>Salary Grade</b>
<b>A. Airways Communications Section</b>	
1. Airways Communications Services Supervisor	25
2. Chief Airways Communicator	24
3. Assistant Chief Airways Communicator	22
4. Supervising Airways Communicator	19
5. Airways Communicator II	18
6. Airways Communicator I	17

**B. Air Traffic Service Section**

7.	Air Traffic Service Supervisor	25
8.	Chief Air Traffic Controller	24
9.	Assistant Chief Air Traffic Controller	23
10.	Supervising Air Traffic Controller	22
11.	Senior Air Traffic Controller	20
12.	Air Traffic Controller II	19
13.	Air Traffic Controller I	18

**II. Aviation Safety Division**

14.	Chief, Aviation Safety Regulation Officer	24
15.	Supervising Aviation Safety Regulation Officer	22
16.	Senior Aviation Safety Regulation Officer	18
17.	Aviation Safety Regulation Officer II	15
18.	Check Flight Radio Operator	11

**III. Airways Navigation Service Division**

19.	Air Navigation Service Supervisor	25
20.	Chief Air Navigation System Specialist	24

21.	Assistant Chief Air Navigation System Specialist	23
22.	Supervising Air Navigation System Specialist	22
23.	Senior Air Navigation System Specialist	19
24.	Air Navigation System Specialist II	18
25.	Air Navigation System Specialist I	17

Please be guided accordingly.

  
CORAZON ALMA G. DE LEON  
Chairman

14 April 1998  
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**QUALIFICATION STANDARDS**  
Air Transportation Office

POSITION	SG LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Airways Communications Services Supervisor	25	Masteral Degree	5 years in position/s involving management and supervision	Basic Airways Communications Course	Airways Communicator License (MC 11, s.96- Cat IV)
Chief Airways Communicator	24	Bachelor's Degree *	4 years of relevant experience *	Basic Airways Communications Course	Airways Communicator License** (MC 11, s.96- Cat IV)
Assistant Chief Airways Communicator	23	Bachelor's Degree	3 years of relevant experience	Basic Airways Communications Course	Airways Communicator License** (MC 11, s.96- Cat IV)
Supervising Airways Communicator	22	Bachelor's Degree	3 years of relevant experience	Basic Airways Communications Course	Airways Communicator License** (MC 11, s.96- Cat IV)
Senior Airways Communicator	19	Bachelor's Degree	2 years of relevant experience	Basic Airways Communications Course	Airways Communicator License** (MC 11, s.96- Cat IV)
Airways Communicator II	18	Bachelor's Degree	1 year of relevant experience	Basic Airways Communications Course	Airways Communicator License** (MC 11, s.96- Cat IV)
Airways Communicator I	17	Bachelor's Degree	None required	Basic Airways Communications Course	Airways Communicator License** (MC 11, s.96- Cat IV)

Legend: \* Educational/Experience requirement amended pursuant to

CSC Resolution No. 97-4834 dated December 11, 1997

\*\* Eligibility requirements amended pursuant to

CSC Resolution No. 97-4864 dated December 2, 1997

Approved by:

  
CORAZON DE LEON  
Chairman

  
THELMA P. GAMINDE  
Commissioner

Date: **MAR 31 1998**

  
JOSE F. ERIBATAN JR.  
Commissioner

**QUALIFICATION STANDARDS**  
Air Transportation Office

POSITION	SG LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Air Traffic Service Supervisor	25	Masteral Degree	5 years in position/s involving management and supervision	Basic Air Traffic Control Course	Air Traffic Controller License (MC 11, s. 96- Cat. IV)
Chief Air Traffic Controller	24	Bachelor's Degree *	4 years of relevant experience*	Basic Air Traffic Control Course	Air Traffic Controller License (MC 11, s. 96- Cat. IV) **
Assistant Chief Air Traffic Controller	23	Bachelor's Degree	3 years of relevant experience	Basic Air Traffic Control Course	Air Traffic Controller License (MC 11, s. 96- Cat. IV) **
Supervising Air Traffic Controller	22	Bachelor's Degree	3 years of relevant experience	Basic Air Traffic Control Course	Air Traffic Controller License (MC 11, s. 96- Cat. IV) **
Senior Air Traffic Controller	20	Bachelor's Degree	2 years of relevant experience	Basic Air Traffic Control Course	Air Traffic Controller License (MC 11, s. 96- Cat. IV) **
Air Traffic Controller II	19	Bachelor's Degree	1 year of relevant experience	Basic Air Traffic Control Course	Air Traffic Controller License (MC 11, s. 96- Cat. IV) **
Air Traffic Controller I	18	Bachelor's Degree	None Required	Basic Air Traffic Control Course	Air Traffic Controller License (MC 11, s. 96- Cat. IV) **

Legend: \* Educational/Experience requirement amended pursuant to

CSC Resolution No. 87-4894 dated December 11, 1987

\*\* Eligibility requirements amended pursuant to

CSC Resolution No. 87-4854 dated December 2, 1987

Approved by:

*Joseph C. McKeon*  
Chairman

Date: **MAR 31 1998**

*Helma P. Gaminde*  
HELFMA P. GAMINDE  
Commissioner

*Jose F. Erestain, Jr.*  
JOSE F. ERSTAIN, JR.  
Commissioner

**QUALIFICATION STANDARDS**  
Air Transportation Office

POSITION	SG LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Chief, Aviation Safety Regulation Officer	24	Masteral Degree	4 years in position/s involving management and supervision	24 hours of relevant training in management and supervision	Airline Transport Rating/Flight Operations License ** (MC 11, s. 96- Cat IV)
Supervising Aviation Safety Regulation Officer	22	Bachelor's Degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Airline Transport Rating/Flight Operations License ** (MC 11, s. 96- Cat IV)
Senior Aviation Safety Regulation Officer	18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Airline Transport Rating/Flight Operations License ** (MC 11, s. 96- Cat IV)
Aviation Safety Regulation Officer II	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Airline Transport Rating/Flight Operations License ** (MC 11, s. 96- Cat IV)
Aviation Safety Regulation Officer I	11	Bachelor's degree relevant to the job	none required	none required	Airline Transport Rating/Flight Operations License ** (MC 11, s. 96- Cat IV)
Check Flight Radio Operator	11	Bachelor's Degree in Electronics and Communications/Radio or Electrical Engineering	None Required	None Required	TCB Radio ** (MC 11, s. 96- Cat.IV)

Legend: \* Educational/Experience requirement amended pursuant to CSC Resolution No. 87-4554 dated December 2, 1997  
 \*\* Eligibility requirements amended pursuant to CSC Resolution No. 87-4554 dated December 2, 1997

Approved by:

*Ernesto M. de Leon*  
 ERNESTO M. DE LEON  
 Chairman

Date: **MAR 31 1998**

*Thelma P. Gaminde*  
 THELMA P. GAMINDE  
 Commissioner

*Jose F. Ekestaun, Jr.*  
 JOSE F. EKESTAUN, JR.  
 Commissioner

**QUALIFICATION STANDARDS**  
Air Transportation Office

POSITION	SG LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Air Navigation Service Supervisor	25	Masteral Degree	5 years in position/s involving management and supervision	Certificate in Air Navigation Systems Specialist or Airways Technician Course	Career Service (Professional) Relevant Second Level Eligibility
Chief Air Navigation System Specialist	24	Bachelor's Degree preferably in Engineering major in Electronics and Communications/ Electrical/ Mechanical/Computer/Aeronautics *	4 years of relevant experience *	Certificate in Air Navigation Systems Specialist or Airways Technician Course	Career Service (Professional) Relevant Second Level Eligibility
Supervising Air Navigation System Specialist	22	Bachelor's Degree preferably in Engineering major in Electronics and Communications/ Electrical/ Mechanical/Computer/Aeronautics	3 years of relevant experience	Certificate in Air Navigation Systems Specialist or Airways Technician Course	Career Service (Professional) Relevant Second Level Eligibility
Senior Air Navigation System Specialist	19	Bachelor's Degree preferably in Engineering major in Electronics and Communications/ Electrical/ Mechanical/Computer/Aeronautics	2 years of relevant experience	Certificate in Air Navigation Systems Specialist or Airways Technician Course	Career Service (Professional) Relevant Second Level Eligibility

Legend: \* Educational/Experience requirement amended pursuant to CSC Resolution No. 97-4534 dated December 11, 1997  
- Eligibility requirements amended pursuant to CSC Resolution No. 97-4564 dated December 2, 1997

Approved by:



Date: **MAR 31 1998**

  
**HELMIA P. GAMINDE**  
Commissioner

  
**JOSEPH F. WESTAIN, JR.**  
Commissioner

**QUALIFICATION STANDARDS**  
Air Transportation Office

POSITION	SG LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Air Navigation System Specialist II	18	Bachelor's Degree preferably in Engineering major in Electronics and Communications/ Electrical/ Mechanical/Computer/Aeronautics	1 year of relevant experience	Certificate in Air Navigation Systems Specialist or Airways Technician Course	Career Service (Professional) Relevant Second Level Eligibility
Air Navigation System Specialist I	17	Bachelor's Degree preferably in Engineering major in Electronics and Communications/ Electrical/ Mechanical/Computer/Aeronautics	None Required	Certificate in Air Navigation Systems Specialist or Airways Technician Course	Career Service (Professional) Relevant Second Level Eligibility

Legend: \* Educational/Experience requirement amended pursuant to

CSC Resolution No. 87-4854 dated December 11, 1987

- Eligibility requirements amended pursuant to

CSC Resolution No. 87-4654 dated December 2, 1987

Approved by:

  
CORAZON G. DE LEON  
Chairman

Date:

**MAR 31 1998**

  
THELMA P. GAMINDE  
Commissioner

  
JOSE F. ESPINAL, JR.  
Commissioner