



Republic of the Philippines  
Office of the President  
**Philippine Space Agency**



## WE'RE HIRING

Job seekers are advised to submit applications through the official links found at <https://philsa.gov.ph/careers-directory/> and on PhilSA social media pages. Please be informed that PhilSA posts job vacancies only on its Facebook, Twitter, and LinkedIn accounts, website ([philsa.gov.ph](https://philsa.gov.ph)), and the Civil Service Commission (CSC) portal. All data submitted to PhilSA will be processed in accordance with the Data Privacy Act of 2012.

If you're looking to #JoinTheMission by working at PhilSA while staying safe online, please follow the instructions on how to apply.

### **Requirements for all positions:**

Interested and qualified applicants are requested to prepare the following documents and build their PhilSA Application Profile online for each unique position title:

1. Letter of intent addressed to:  
**GAY JANE P. PEREZ, Ph.D.**  
*Director General*  
Philippine Space Agency
2. Updated and Notarized Personal Data Sheet
  - 2a) CSC Form 212 (**Revised 2025**)
  - 2b) Work Experience Sheet
3. Performance Rating in the last rating period from latest employer
4. Scholastic Records
  - 4a) Diploma
  - 4b) Transcript of Records
5. Proof of Eligibility - copy of report of rating/license/certificate of admission to the Bar/certificate of eligibility/eligibility card
6. Training Certificate/s
7. Employment Certificate/s with compensation from latest employer

### **Important reminders:**

- a) All qualified applicants will receive consideration for employment without regard to age, disability, ethnicity, gender, gender identity or expression, sexual orientation, civil status, pregnancy, or religion and other personal attributes of the individual.
- b) Applications with incomplete documentary requirements shall not be processed.
- c) Item number of the position must be indicated in the letter of intent.
- d) Only applications sent through the appropriate Google Form shall be processed. QR codes and links to Google Form can be found at the bottom of the description of each vacant position.
- e) Only qualified applicants will be shortlisted and contacted.

**Deadline of Application: 28 February 2026**  
**Place of Assignment: Quezon City**