

Republic of the Philippines
NATIONAL AVIATION ACADEMY OF THE PHILIPPINES
The National Professional Institution for Aviation
(Formerly: Philippine State College of Aeronautics)
BOARD OF TRUSTEES

NOTICE OF SEARCH FOR PRESIDENCY

The Board of Trustees of the **NATIONAL AVIATION ACADEMY OF THE PHILIPPINES**, The National Professional Institution for Aviation (Formerly: Philippine State College of Aeronautics) hereby approved through BOT Referendum No. Q4-04-2024, the Submission of the Requirements for the Applicants of the Search for First NAAP President extended until October 30, 2025. And through BOT Resolution No. 625, Series of 2025, the Reopening of the Submission of Applications for Presidency Pursuant to Section 9 of CMO 7, Series of 2022:

MINIMUM QUALIFICATIONS

Applicants for NAAP (formerly: PhilSCA) Presidency must possess the following minimum qualifications as approved by the Board of Trustees through BOT Resolution No. 611, Series 2025:

1. Not less than thirty-five (35) years old and not a day older than the sixty-first (61st) birthday at the time of the expiration of the term of the incumbent President,
2. A Filipino citizen;
3. Holder of an earned doctorate degree from a CHED-recognized HEI or foreign institution accredited by its respective higher education ministry/commission or appropriate regulatory body, which is defined as Level 8 in the PQF, under RA No. 10968;
4. With proven track record as SUC/LUC administrator (e.g., president, vice-president, dean, campus administrator, director) or high-level management executive/administrator, whether in the public or private sector, for at least five years; Nomenclature of the position, especially in private sector may be clarified by the GB as long as position is high-level management, and
5. Must not have been convicted for a crime involving moral turpitude, or an offense punishable by imprisonment for a period exceeding six (6) years, or suspended administratively for twelve (12) months, or dismissed from the service.

DOCUMENTARY REQUIREMENTS

1. Formal application letter addressed to the NAAP Board of Trustees Chairperson;
2. Detailed curriculum vitae, attested and signed by the applicant;
3. Transcript of records, training certifications, professional accreditation, diplomas, and employment/service records;
4. Published research work, if any;
5. Signed and notarized statement containing the Proposed Vision, Mission, and Development Goals for the NAAP by the applicant;
6. Certificates/clearances from the following government agencies, obtained no more than three (3) months from the filing date of the application, indicating that the applicant has not been found guilty in any administrative or criminal case;
 - National Bureau of Investigation (NBI)
 - Sandiganbayan
 - Civil Service Commission (CSC)
 - Office of the City Prosecutor
 - Office of the Ombudsman (for government employees)
 - Institution/Company where the applicant is presently employed

In case of delay in the issuance of the agency/office concerned due to pandemic or fortuitous events, proof of payment of application fee may be used in the application subject to submission of the Certificates/Clearances at the time of the pre-evaluation process by the SCP. The deadline of which can be set by the Search Committee.

7. Birth certificate authenticated by the Philippine Authority (PSA);
8. Medical certificate of physical fitness issued by a physician from a DOH-accredited health institution not in any way connected with the applicant or the SUC applied for;



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9. Drug testing certificate pursuant to the CSC Memorandum Circular No. 13, s. 2017;
10. Neuro-psychiatric examination result obtained from a government health institution with purpose "Applying for President in NAAP." The result of the exam should not be below average. In case there is none, the neuropsychiatric examination result shall be obtained from a DOH-accredited institution not connected with the applicant;
11. Duly accomplished, computerized, and notarized Personal Data Sheet (CSC Form 212); and
12. Other documents that may be required by the NAAP BOT.

The documentary requirements shall be submitted on or before the deadline specified in the published notice of search and call for applications.

An applicant who does not meet any of the above minimum qualifications and fails to submit any of the documentary requirements shall automatically be disqualified from the search process.

SUBMISSION PROCESS

Interested applicants must submit **one (1) set of original** and **six (6) photocopies** of the aforementioned documents on or before **30 October 2025 (Thursday) at 5:00 P.M.** (Philippine Standard Time) to:

HON. MARITA R. CANAPI
Commissioner, Commission on Higher Education
Chairperson, Board of Trustees of the
NATIONAL AVIATION ACADEMY OF THE PHILIPPINES
The National Professional Institution for Aviation
(Formerly: Philippine State College of Aeronautics)
4/F HEDC Building, C.P. Garcia Ave.
UP. Campus. Diliman, Quezon City
comm.canapi.office@ched.gov.ph

or

HON. MARITA R. CANAPI
Commissioner, Commission on Higher Education
Chairperson, Board of Trustees of the
NATIONAL AVIATION ACADEMY OF THE PHILIPPINES
The National Professional Institution for Aviation
(Formerly: Philippine State College of Aeronautics)
c/o MR. JAMES ALBERT OBISPO
Acting Board Secretary
Office of the Board Secretary
NATIONAL AVIATION ACADEMY OF THE PHILIPPINES
The National Professional Institution for Aviation
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