

# ANTI-RED TAPE AUTHORITY

## Job Vacancies

No.	Position Title (Parenthetical Title, if	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Job Description
1	Administrative Assistant III	ARTAB-ADAS3-18-2019	9	18,763.00	Completion of two-year studies in college or High School Graduate with relevant vocational or trade course	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional First Level Eligibility	<ol style="list-style-type: none"> <li>1. Answers telephones and gives information to callers, takes messages, or transfers calls to appropriate individuals;</li> <li>2. Completes forms in accordance with company procedures;</li> <li>3. Composes, types, and distributes meeting notes, routine correspondence, and reports;</li> <li>4. Greets visitors and callers, handles their inquiries, and directs them to the appropriate persons according to their needs;</li> <li>5. Locates and attaches appropriate files to incoming correspondence requiring replies;</li> <li>6. Mails official documents and other information;</li> <li>7. Photocopies correspondences and other printed material;</li> <li>8. Opens, reads, routes, and distributes incoming mail and other material, and prepares answers to routine letters;</li> <li>9. Sets up and maintains paper and electronic filing systems for records, correspondence, and other material;</li> <li>10. May take dictation in shorthand or by machine, and transcribe information;</li> <li>11. May assist research officer to conduct searches to find needed information, using such sources as the Internet;</li> <li>12. Establishes work procedures and schedules;</li> <li>13. Learns to operate new office technologies as they are developed and implemented;</li> <li>14. Operates electronic mail systems and coordinate the flow of information both internally and with other organizations;</li> <li>15. Orders and dispenses supplies;</li> <li>16. Operates office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications;</li> <li>17. Other tasks that the Deputy Director General instructs.</li> </ol>	Office of the Deputy Director General for Administration and Finance
2	Chief Administrative Officer	ARTAB-CADOF-59-2019	24	85,074.00	Master's degree or Certificate in Leadership and Management from Civil Service Commission	40 hours of supervisory or management learning and development intervention	4 years of supervisory or management experience	Career Service Professional/Second Level Eligibility	<p>Preferably CPA</p> <ol style="list-style-type: none"> <li>1. Assists the Director in the development of plans, policies and other matters pertaining to the Division.</li> <li>2. Assists the Director in the supervision, direction and coordination of work of subordinates in the Division to ensure efficient and effective accomplishment of delegated work.</li> <li>3. Assists the Director in directing and supervising the systematic accounting of all financial transactions and activities of the Division.</li> <li>4. Assists the Director in the implementation of administrative and financial policies as to control of allotments, expenditure and collections.</li> <li>5. Reviews accounting documents and financial statements for conformance to existing policies, accounting and auditing rules and regulations.</li> <li>6. Reviews and verifies accounting documents before affixing signature.</li> <li>7. Certifies to the availability of funds and obligates funds.</li> <li>8. Certifies to the correctness of journal vouchers, journals, bills, statements of accounts, trial balances and other financial statements and records.</li> <li>9. Signs vouchers, payroll, requisitions, billings and other documents.</li> <li>10. Performs other related duties that may be assigned by superiors from time to time.</li> </ol>	Finance Division

# ANTI-RED TAPE AUTHORITY

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3	Supervising Administrative Officer	ARTAB-SADOF-51-2019	22	66,867.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional/Second Level Eligibility	<p>Preferably CPA</p> <ol style="list-style-type: none"> <li>1. Assists the Director in the development of plans, policies and other matters pertaining to the Division.</li> <li>2. Assists the Director in directing and supervising the systematic accounting of all financial transactions and activities of the Commission on Audit.</li> <li>3. Supervises the implementation of administrative and financial policies as to control of allotments and expenditures.</li> <li>4. Reviews processed requisitions, vouchers, payroll and other documents before signature of Assistant Division Chief/Division Chief.</li> <li>5. Reviews billings to debtors.</li> <li>6. Performs other related duties that may be assigned by superiors from time to time.</li> </ol>	Finance Division
4	Accountant I	ARTAB-A1-4-2019	12	24,495.00	Bachelor's degree in Commerce or Business Administration major in Accountancy	None required	None required	RA 1080	<ol style="list-style-type: none"> <li>1. Assists the superiors in the systematic accounting of all financial transactions and activities of the Division.</li> <li>2. Assists superiors in the implementation of administrative and financial policies as to control of allotments and expenditures.</li> <li>3. Assists in determining and preparation of statements of status of funds.</li> <li>4. Assists in the preparation of the accomplishment and/or progress report of the Division.</li> <li>5. Assists in the processes and pre-audits requisitions/claims.</li> <li>6. Assists in the preparation of bills to debtors.</li> <li>7. Performs other related duties that may be assigned by superiors from time to time.</li> </ol>	Finance Division
5	Administrative Assistant III	ARTAB-ADAS3-14-2019	9	18,763.00	Completion of two-year studies in college or High School Graduate with relevant vocational or trade course	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional First Level Eligibility	<ol style="list-style-type: none"> <li>1. Transcribes and types letters, report, memoranda and other correspondences.</li> <li>2. Prepares and answers simple and routine office correspondences for approval and signature of superiors.</li> <li>3. Receives, routes, files and/or transmits confidential and other correspondence, circular, reports and documents.</li> <li>4. Receives and/or places telephone calls and messages and/or refers to other offices.</li> <li>5. Maintains efficient filing system for letters, reports, records, circulars and office memoranda.</li> <li>6. Performs such other functions as may be assigned from time to time.</li> </ol>	Better Regulations Office

# ANTI-RED TAPE AUTHORITY

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6	Project Development Officer V	ARTAB-PDO5-47-2019	24	85,074.00	Master's degree or Certificate in Leadership and Management from Civil Service Commission	40 hours of supervisory or management learning and development intervention	4 years of supervisory or management experience	Career Service Professional/Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Directly report to the Director – Better Regulations Office.</li> <li>2. When assigned, represent the Director and lead meetings, technical working groups, and other forums regarding the projects of the Division.</li> <li>3. Assist the Director in the management, tasking, monitoring, of the projects of the Division.</li> <li>4. Ensure the continuous and efficient operation of the Division.</li> <li>5. Lead and oversee the preparation of operational and financial plans for the conceptualization and implementation of Divisional Programs and Projects</li> <li>6. Lead and initiate the design and development of capacity building programs related to regulatory management systems</li> <li>7. Lead and guide the Division in the formulation and dissemination of guidelines and manuals relative to the establishment of the regulatory management system</li> <li>8. Lead in the conduct of research or studies on regulatory management systems, good regulatory practices, and regulatory tools</li> <li>9. Oversee and review the preparation of periodic reports as may be requires</li> <li>10. Oversee and review the technical output of staff prior to submission</li> <li>11. Represent the Authority in interagency meetings as needed</li> <li>12. Secure and observe confidentiality on sensitive issues, information, documents, and materials relative to the programs and projects of ARTA, until clearance is given for its public use</li> </ol>	Regulatory Management and Training Division
7	Project Development Officer III	ARTAB-PDO3-45-2019	18	42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Assist the Division in research, coordination with stakeholders and other government agencies, setting of meetings, development of policies and strategies, etc.</li> <li>2. Act as Program Officer for the design and development of capacity building programs related to regulatory management systems</li> <li>3. Act as Program Officer in the formulation and dissemination of guidelines and manuals relative to the establishment of the regulatory management system</li> <li>4. Coordinate the conduct of regulatory management training programs for National Government Agencies and Local Government Units;</li> <li>5. Provide research on regulatory management systems, good regulatory practices, and regulatory tools</li> <li>6. Prepare periodic reports and other technical papers as may be required</li> <li>7. Organize interagency meetings as needed</li> <li>8. Monitor trends and policy initiatives across national and local governments relative to ease of doing business, regulatory management, and ARTA functions.</li> <li>9. Secure and observe confidentiality on sensitive issues, information, documents, and materials relative to the programs and projects of ARTA, until clearance is given for its public use</li> <li>10. Any other duties as may be directed by the Director General, Deputy Director General for Operations, and the Director for Better Regulations Office.</li> </ol>	Regulatory Management and Training Division

# ANTI-RED TAPE AUTHORITY

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8	Project Development Officer V	ARTAB-PDO5-46-2019	24	85,074.00	Master's degree or Certificate in Leadership and Management from Civil Service Commission	40 hours of supervisory or management learning and development intervention	4 years of supervisory or management experience	Career Service Professional/Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Directly report to the Director – Better Regulations Office.</li> <li>2. When assigned, represent the Director and lead meetings, technical working groups, and other forums regarding the projects of the Division.</li> <li>3. Assist the Director in the management, tasking, monitoring, of the projects of the Division.</li> <li>4. Ensure the continuous and efficient operation of the Division.</li> <li>5. Lead in the overall coordination of the Doing Business activities to achieve sustainable enabling environment in the division</li> <li>6. Oversee the project officers and their respective deliverables and timelines</li> <li>7. Ensure optimal allocation of the division's resources</li> <li>8. Conduct regular monitoring of the existing programs and initiatives</li> <li>9. Review technical output of staff prior to submission to the Director</li> <li>10. Review concept notes, position papers, evaluation and recommendations, letters and correspondences within and outside the Authority</li> <li>11. Lead in the formulation, implementation, and monitoring of projects and policies of assigned</li> <li>12. Doing Business indicator/s and other competitiveness reports</li> <li>13. Explore new ideas, concepts, approaches methodologies, and alternatives to improve the country's competitiveness rankings</li> <li>14. Represent the Authority interagency meetings as needed.</li> <li>15. Ensure timely submission of reports and other requirements</li> <li>16. Performs such other functions as may be assigned from time to time.</li> </ol>	Doing Business Division
9	Project Development Officer III	ARTAB-PDO3-43-2019	18	42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Assist the Division in research, coordination with stakeholders and other government agencies, setting of meetings, development of policies and strategies, etc.</li> <li>2. Assist in the coordination of the assigned programs, projects and activities (PAPs) relative to functions of the Better Regulations Office – Sectoral Division and perform necessary administrative, technical, and/or operational activities;</li> <li>3. Maintain liaison with public and private stakeholders for the coordination of the various PAPs of the Division;</li> <li>4. Monitor trends and policy initiatives across national and local governments pertinent to regulatory reform;</li> <li>5. Review submitted preliminary impact statements, regulatory impact statements and provide decision-oriented information and recommendations thereon;</li> <li>6. Conduct policy reviews relevant to existing regulations initiated or referred to the Authority;</li> <li>7. Contribute to the preparation of opinions on legislative agenda forwarded to the Authority;</li> <li>8. Undertakes or assists in the conduct of required studies and specialized researches pertaining to the work of the division/sector;</li> <li>9. Performs other related duties as maybe assigned by immediate supervisors.</li> </ol>	Better Regulations Division A

# ANTI-RED TAPE AUTHORITY

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10	Project Development Officer III	ARTAB-PDO3-42-2019	18	42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Assist the Division in research, coordination with stakeholders and other government agencies, setting of meetings, development of policies and strategies, etc.</li> <li>2. Assist in the coordination of the assigned programs, projects and activities (PAPs) relative to functions of the Better Regulations Office – Sectoral Division and perform necessary administrative, technical, and/or operational activities;</li> <li>3. Maintain liaison with public and private stakeholders for the coordination of the various PAPs of the Division;</li> <li>4. Monitor trends and policy initiatives across national and local governments pertinent to regulatory reform;</li> <li>5. Review submitted preliminary impact statements, regulatory impact statements and provide decision-oriented information and recommendations thereon;</li> <li>6. Conduct policy reviews relevant to existing regulations initiated or referred to the Authority;</li> <li>7. Contribute to the preparation of opinions on legislative agenda forwarded to the Authority;</li> <li>8. Undertakes or assists in the conduct of required studies and specialized researches pertaining to the work of the division/sector;</li> <li>9. Performs other related duties as maybe assigned by immediate supervisors.</li> </ol>	Better Regulations Division B
11	Project Development Officer IV	ARTAB-PDO4-40-2019	22	66,867.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional/Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Assist the Division Chief in the conceptualization of Divisional programs and projects</li> <li>2. Assist or Act in the capacity (in the absence) of the Division Chief in monitoring the daily operations of the Division</li> <li>3. Provide technical support to the implementation of RA11032</li> <li>4. Prepare/Review technical output of staff prior to submission</li> <li>5. Prepare / Review concept notes, position papers, evaluation and recommendations, letters and correspondences within and outside the Authority</li> <li>6. Lead in the conduct study / research as needed</li> <li>7. Act as Project Development Officer for the implementation of the Authority's identified programs/projects</li> <li>8. Conduct / Represent the Authority on interagency meetings</li> <li>9. Ensure timely submission of reports and other requirements</li> <li>10. Performs such other functions as may be assigned from time to time.</li> </ol>	Compliance Monitoring and Evaluation Division A
12	Project Development Officer I	ARTAB-PDO1-26-2019	11	22,316.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Provide technical support to the implementation of RA11032</li> <li>2. Assist in the preparation of initial drafts on concept notes, position papers, evaluation and recommendations, letters and correspondences within and outside the Authority</li> <li>3. Assist in the conduct study / research (desk or field) as mandated</li> <li>4. Assist the Project Development Officers in the implementation of the Authority's identified programs/projects</li> <li>5. Assist in monitoring the compliance activities of the division.</li> <li>6. Assist in the Organization of interagency meetings</li> <li>7. Ensure timely submission of reports and other requirements</li> <li>8. Performs such other functions as may be assigned from time to time.</li> </ol>	Compliance Monitoring and Evaluation Division A

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13	Project Development Officer III	ARTAB-PDO3-38-2019	18	42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Provide technical support to the implementation of RA11032</li> <li>2. Prepare concept notes, position papers, evaluation and recommendations, letters and correspondences within and outside the Authority</li> <li>3. Conduct study / research (desk or field) as mandated</li> <li>4. Act as Project Development Officer for the implementation of the Authority's identified programs/projects</li> <li>5. Monitor compliance and provide technical assistance on assigned agencies.</li> <li>6. Organize / Represent the Authority on interagency meetings</li> <li>7. Ensure timely submission of reports and other requirements</li> <li>8. Performs such other functions as may be assigned from time to time.</li> </ol>	Compliance Monitoring and Evaluation Division B
14	Project Development Officer II	ARTAB-PDO2-24-2019	15	32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Provide technical support to the implementation of RA11032</li> <li>2. Prepare initial drafts on concept notes, position papers, evaluation and recommendations, letters and correspondences within and outside the Authority</li> <li>3. Conduct study / research (desk or field) as mandated</li> <li>4. Assist the Project Development Officer for the implementation of the Authority's identified programs/projects</li> <li>5. Monitor compliance and provide technical assistance on assigned agencies.</li> <li>6. Assist in the Organization of interagency meetings</li> <li>7. Ensure timely submission of reports and other requirements</li> <li>8. Performs such other functions as may be assigned from time to time.</li> </ol>	Compliance Monitoring and Evaluation Division B
15	Project Development Officer I	ARTAB-PDO1-24-2019	11	22,316.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Provide technical support to the implementation of RA11032</li> <li>2. Assist in the preparation of initial drafts on concept notes, position papers, evaluation and recommendations, letters and correspondences within and outside the Authority</li> <li>3. Assist in the conduct study / research (desk or field) as mandated</li> <li>4. Assist the Project Development Officers in the implementation of the Authority's identified programs/projects</li> <li>5. Assist in monitoring the compliance activities of the division.</li> <li>6. Assist in the Organization of interagency meetings</li> <li>7. Ensure timely submission of reports and other requirements</li> <li>8. Performs such other functions as may be assigned from time to time.</li> </ol>	Compliance Monitoring and Evaluation Division B
16	Project Development Officer I	ARTAB-PDO1-22-2019	11	22,316.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Provide technical support to the implementation of RA11032</li> <li>2. Assist in the preparation of initial drafts on concept notes, position papers, evaluation and recommendations, letters and correspondences within and outside the Authority</li> <li>3. Assist in the conduct study / research (desk or field) as mandated</li> <li>4. Assist the Project Development Officers in the implementation of the Authority's identified programs/projects</li> <li>5. Assist in monitoring the compliance activities of the division.</li> <li>6. Assist in the Organization of interagency meetings</li> <li>7. Ensure timely submission of reports and other requirements</li> <li>8. Performs such other functions as may be assigned from time to time.</li> </ol>	Compliance Monitoring and Evaluation Division C

# ANTI-RED TAPE AUTHORITY

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					Education	Training	Experience	Eligibility		Job Description
17	Project Development Officer III	ARTAB-PDO3-36-2019	18	42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Provide technical support to the implementation of RA11032</li> <li>2. Prepare concept notes, position papers, evaluation and recommendations, letters and correspondences within and outside the Authority</li> <li>3. Conduct study / research (desk or field) as mandated</li> <li>4. Act as Project Development Officer for the implementation of the Authority's identified programs/projects</li> <li>5. Monitor compliance and provide technical assistance on assigned agencies.</li> <li>6. Organize / Represent the Authority on interagency meetings</li> <li>7. Ensure timely submission of reports and other requirements</li> <li>8. Performs such other functions as may be assigned from time to time.</li> </ol>	Compliance Monitoring and Evaluation Division D
18	Special Investigator V	ARTAB-SPI5-44-2019	24	85,074.00	Master's degree or Certificate in Leadership and Management from Civil Service Commission	40 hours of supervisory or management learning and development intervention	4 years of supervisory or management experience	Career Service Professional/Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Assigns to the Special Investigators the conduct of investigation or gathering of information in relation to the complaints endorsed to the Investigation and Enforcement Division;</li> <li>2. Directly receives confidential information, reports, or complaints from the Director General, the Deputy Director Generals, and/or the Director IV of the IELO for the appropriate conduct of investigation;</li> <li>3. Directly submits reports or updates of confidential complaints to the Director General, the Deputy Director Generals, and/or the Director IV of the IELO;</li> <li>4. Manages and supervises the conduct of investigations and/or gathering of information pertinent to a complaints referred to the Investigation and Enforcement Division;</li> <li>5. Conducts special investigations specifically assigned by the Director General, the Deputy Director Generals, and/or the Director IV of the IELO;</li> <li>6. Reviews the Fact-Finding or Investigation Reports submitted by the Special Investigator IV, III, and II and approves the report to be submitted to the Director General, the Deputy Director Generals, and/or the Director IV of the IELO;</li> <li>7. Monitors and supervises the performance of the tasks of the IED employees;</li> <li>8. Coordinates with the other divisions of the Authority on matters pertinent to the gathering of information or data in view of a complaint or concern;</li> <li>9. Assists the lawyers in preparing the pieces of evidence to be used in the filing and prosecution of cases;</li> <li>10. Manages and supervises the organization, preparation, planning and implementation of entrapment operations approved by the Director General, the Deputy Director Generals, and/or the Director IV of the IELO, and coordinate with the other departments or agencies of the National Government, if necessary;</li> <li>11. Plans, recommends, and implements appropriate policies to improve the investigation of complaints;</li> <li>12. Ensures a conducive work place and enabling structures and systems;</li> <li>13. Assists in the Review of the annual Office Work and Financial Plan/ Monthly</li> </ol>	Investigation and Enforcement Division

# ANTI-RED TAPE AUTHORITY

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19	Special Investigator III	ARTAB-SPI3-42-2019	18	42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/Second Level Eligibility	1. Conducts investigation or gathering of information pertinent to complaints referred to the Investigation and Enforcement Division as may be assigned by the Special Investigator V and IV; 2. Prepares/Proofreads Fact-Finding Investigation Reports; 3. Submits to the Special Investigator V and IV the pieces of evidence gathered in view of an investigation together with the corresponding Investigation Report; 4. Participates in the planning of appropriate policies to improve the investigation of complaints; 5. Assists in the preparation of the annual Work and Financial Plan/Monthly Disbursement Plan, Program Management Information System of the Investigation and Enforcement Division; 6. Assists in the Preparation of the Annual Procurement Plan of the Investigation and Enforcement Division; 9. Attends inter-agency meetings when required by the Special Investigator V and IV; 10. Implements Investigation and Enforcement Division Activities and Programs; 11. Monitors the results and status of Investigation Enforcement, and Litigation Office Activities and Deliverables; 12. Assists complainants/witnesses/assets in attending hearings and/or meetings; 13. Performs all other functions as may be directed by the Director General, Deputy Director Generals, Director IV of IELO, and Special Investigator V from time to time.	Investigation and Enforcement Division
20	Attorney III	ARTAB-ATY3-44-2019	21	59,353.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	1. Conducts fact-finding/Clarificatory Hearing of complaints against erring government employees and/or officials for the violation of RA 11032; 2. Prepares/Reviews Fact-Finding Investigation/Clarificatory Hearing Reports; 3. Prepares/Reviews formal charge/resolution or orders for the dismissal of the complaint; 4. Evaluates and recommends appropriate action on complaint against erring government employees and/or officials; 5. Prepares pleadings, motion, formal offer of exhibit and position papers for cases filed with appropriate tribunals; 6. Plans, recommends and implements appropriate policies to improve the investigation, prosecution and disposition of complaints and administrative cases; 7. Assists in the preparation and/or review of the annual Investigation Division Work and Financial Plan/Monthly Disbursement Plan, Program Management Information System; 8. Assists in the preparation the Annual Procurement Plan of the Investigation Division; 9. Meets with Stakeholders and attend inter-agency meeting when required; 10. Implements Investigation Division Activities and Programs; and 11. Performs such tasks as may be required by the Attorney VI, Director and/or ARTA Management.	Litigation Division



# ANTI-RED TAPE AUTHORITY

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21	Attorney III	ARTAB-ATY3-45-2019	21	59,353.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	<ol style="list-style-type: none"> <li>1. Conducts fact-finding/Clarificatory Hearing of complaints against erring government employees and/or officials for the violation of RA 11032;</li> <li>2. Prepares/Reviews Fact-Finding Investigation/Clarificatory Hearing Reports;</li> <li>3. Prepares/Reviews formal charge/resolution or orders for the dismissal of the complaint;</li> <li>4. Evaluates and recommends appropriate action on complaint against erring government employees and/or officials;</li> <li>5. Prepares pleadings, motion, formal offer of exhibit and position papers for cases filed with appropriate tribunals;</li> <li>6. Plans, recommends and implements appropriate policies to improve the investigation, prosecution and disposition of complaints and administrative cases;</li> <li>7. Assists in the preparation and/or review of the annual Investigation Division Work and Financial Plan/Monthly Disbursement Plan, Program Management Information System;</li> <li>8. Assists in the preparation the Annual Procurement Plan of the Investigation Division;</li> <li>9. Meets with Stakeholders and attend inter-agency meeting when required;</li> <li>10. Implements Investigation Division Activities and Programs; and</li> <li>11. Performs such tasks as may be required by the Attorney VI, Director and/or ARTA Management.</li> </ol>	Litigation Division

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22	Legal Assistant II	ARTAB-LEA2-39-2019	12	24,495.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service Professional/Second Level Eligibility	1. Researches/Drafts appropriate papers or documents as may be directed by the lawyers, such as, but not limited to the following: a. Fact-Finding Reports/ Minutes of Clarificatory Hearings; b. Resolutions; c. Indorsements; 2. Assists in the conduct of fact-finding/Clarificatory Hearing of complaints: - Memo for creation of fact finding/ Clarificatory Hearing; 3. Drafts summons/notices to the parties for the fact-finding/Clarificatory Hearing; 4. Prepares/Proofreads formal charge/resolution or orders for the dismissal of the complaint; 5. Prepares/proofreads summons/notices to the parties for the factfinding/ Clarificatory Hearing 6. Assists the lawyers in the preparation and drafting of pleadings, motions, and other papers or documents to be submitted in view of the filing of a case (Hearing brief, motions, formal offer of exhibits); 7. Assists in the preparation of the annual Work and Financial Plan/Monthly Disbursement Plan, Program Management Information System of the Litigation Division; 8. Assists in the Preparation of the Annual Procurement Plan of the Litigation Division; 9. Meets with stakeholders, both from the private and public sector, and attends inter-agency meetings when required; 10. Participates in the implementation of the Litigation Division Activities and Programs; 11. Monitors and updates the lawyers of the status of complaints and cases; 12. Handles client inquiries received by IELO; 13. Prepares and monitors the calendar of Clarificatory Hearings and and/or meetings as well as deadlines of the lawyers. 14. Performs all other functions as may be directed by the Director General, Deputy Director Generals, Director IV of IELO, and lawyers of IELO from time to time.	Litigation Division

# ANTI-RED TAPE AUTHORITY

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No.	Position Title (Parenthetical Title, if	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Job Description	Place of Assignment
					Education	Training	Experience	Eligibility		
23	Attorney III	ARTAB-ATY3-42-2019	21	59,353.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	1. Provide assistance to the Head of Office and/or Director on the review of existing laws, issuances, studies, and other legal matters affecting interpretations and administration of laws relative to doing business and regulatory reforms; 2. Provide assistance to the Attorney VI in conceptualizing the division's plans and programs, ensuring optimal allocation of resources, and regular monitoring of the existing projects and initiatives. 3. Supervise the Legal Assistants in their respective deliverables and timelines; 4. Provide legal assistance to other offices in ARTA; 5. Undertake research and analysis on economic, social, regulatory and environmental settings and/or business and commercial environments that relate to public policy, doing business and regulatory reforms; 6. Prepare reports and technical papers as may be required; 7. Prepare draft reply, referral, acknowledgement, closure, findings and recommendations on cases and complaints filed before ARTA; 8. Prepare cases and draft pleadings for filing with the CSC, Ombudsman, or other appropriate courts; 9. Preside over clarificatory hearings on cases and complaints filed before ARTA; 10. Conduct legal studies in connection with cases or matters referred to or being handled by the Office; 11. Assist in the preparation of Memorandum of Agreement (MOA) and Memorandum of Understanding (MOU) and other similar accords with other government agencies implementing executive and other administrative issuances; 12. Secure and observe confidentiality on sensitive issues, information, documents, and materials relative to the programs and projects, until clearance is given for public use; 13. Participate and support office activities; 14. Perform other tasks assigned in pursuit of the project objectives from time to time.	Legal Division

# ANTI-RED TAPE AUTHORITY

## Job Vacancies

No.	Position Title (Parenthetical Title, if	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Job Description
24	Attorney III	ARTAB-ATY3-43-2019	21	59,353.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	1. Provide assistance to the Head of Office and/or Director on the review of existing laws, issuances, studies, and other legal matters affecting interpretations and administration of laws relative to doing business and regulatory reforms; 2. Provide assistance to the Attorney VI in conceptualizing the division's plans and programs, ensuring optimal allocation of resources, and regular monitoring of the existing projects and initiatives. 3. Supervise the Legal Assistants in their respective deliverables and timelines; 4. Provide legal assistance to other offices in ARTA; 5. Undertake research and analysis on economic, social, regulatory and environmental settings and/or business and commercial environments that relate to public policy, doing business and regulatory reforms; 6. Prepare reports and technical papers as may be required; 7. Prepare draft reply, referral, acknowledgement, closure, findings and recommendations on cases and complaints filed before ARTA; 8. Prepare cases and draft pleadings for filing with the CSC, Ombudsman, or other appropriate courts; 9. Preside over clarificatory hearings on cases and complaints filed before ARTA; 10. Conduct legal studies in connection with cases or matters referred to or being handled by the Office; 11. Assist in the preparation of Memorandum of Agreement (MOA) and Memorandum of Understanding (MOU) and other similar accords with other government agencies implementing executive and other administrative issuances; 12. Secure and observe confidentiality on sensitive issues, information, documents, and materials relative to the programs and projects, until clearance is given for public use; 13. Participate and support office activities; 14. Perform other tasks assigned in pursuit of the project objectives from time to time.	Legal Division

# ANTI-RED TAPE AUTHORITY

## Job Vacancies

No.	Position Title (Parenthetical Title, if	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Job Description
25	Project Development Officer V	ARTAB-PDO5-37- 2019	24	85,074.00	Master's degree or Certificate in Leadership and Management from Civil Service Commission	40 hours of supervisory or management learning and development intervention	4 years of supervisory or management experience	Career Service Professional/Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Manages the PAD and ensure full operation in the appropriate and timely conduct of complaints resolution.</li> <li>2. Anticipate possible issues and concerns that may be encountered by the division and develop action plans.</li> <li>3. Regularly conduct evaluation and assessment of the operations within the PAD and develop improved process and procedures in the resolution or disposition of complaints.</li> <li>4. Lead the creation and development of new technology, process, and procedures related to the mandates of the Authority under Republic Act No. 11032 using personal knowledge and work-related experiences within the PAD.</li> <li>5. Coordinate with other divisions and government agencies as necessary in the development and improvement of complaints process.</li> <li>6. Conceptualize and spearhead activities in promotion of the division's activities and reviews the division's proposals and concept notes</li> <li>7. Review and make necessary revisions on the division's proposals and concept notes</li> <li>8. Liaise within the Legal Division, providing relevant documentation to enable smooth and appropriate complaint investigation</li> <li>9. Analyse and identify complaints trends, generate reports, and recommend policies or revisions whenever applicable</li> <li>10. Propose to the Director processes and procedures in complaints handling that will help reduce processing time in the resolution of complaints.</li> <li>11. Ensure compliance to the Data Privacy Act in managing records related to complaints.</li> <li>12. Assist in undertaking research activities as required by the division's projects, programs, and activities.</li> <li>13. Perform other work that may be assigned from time to time under the direction of the Division's Director.</li> </ol>	Public Assistance Division

# ANTI-RED TAPE AUTHORITY

## Job Vacancies

No.	Position Title (Parenthetical Title, if	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Job Description
26	Project Development Officer II	ARTAB-PDO2-21- 2019	15	32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Receive, evaluate, review, analyse, and monitor the complaints from the time of receipt until resolution or disposition.</li> <li>2. Identify and recommend appropriate resolutions of complaints according to standard procedures.</li> <li>3. Ensure efficient, timely, and appropriate action is applied to complaints.</li> <li>4. Communicate clearly and set proper expectations with complainants to arrive at appropriate resolution of their complaints.</li> <li>5. Communicate with other government agencies through available communication channels to ensure timely resolution of the complaints.</li> <li>6. Ensure quality output by carefully reviewing all outgoing communication in all forms prior to sending.</li> <li>7. Coordinate closely with Legal and other divisions within ARTA as necessary for the purpose of applying appropriate action on complaints.</li> <li>8. Ensure that all actions taken on the complaints are accurately and timely recorded/logged in the complaints database, including logs on the physical files.</li> <li>9. Contribute to the development of process and procedures in complaints handling that will help reduce processing time in the resolution of complaints.</li> <li>10. Ensure compliance to the Data Privacy Act in managing records related to complaints.</li> <li>11. Contribute to the creation and development of new technology, process, and procedures related to the mandates of the Authority under Republic Act No. 11032 using personal knowledge and work-related experiences.</li> <li>12. Assist in undertaking research activities as required by the division's projects, programs, and activities.</li> <li>13. Perform other work that may be assigned from time to time under the direction of the Division's Director.</li> </ol>	Public Assistance Division

# ANTI-RED TAPE AUTHORITY

## Job Vacancies

No.	Position Title (Parenthetical Title, if	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Job Description
27	Project Development Officer I	ARTAB-PDO1-19-2019	11	22,316.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/Second Level Eligibility	1. Facilitate the records-keeping of the Public Assistance Division (PAD) from receipt until resolution. 2. Provide records-related assistance to the Legal and Public Assistance Office (LPAO) and prepares and submits reports relative to the complaints database. 3. Provide technical support in the management of the complaints database of the LPAO. 4. Manage the receipt, assignment, and distribution of complaints from emails, regular mail, personal/physical filing, website, and chatbot. 5. Coordinate with other divisions within ARTA as necessary in the fulfillment of duties in managing records of the LPAO. 6. Develop information/data-recording techniques, practices, and procedures that will improve data reporting. 7. Contribute to the development of process and procedures in records-keeping and database maintenance that will help reduce processing time in the resolution of complaints. 8. Ensure compliance to the Data Privacy Act in managing records related to complaints. 9. Contribute to the creation and development of new technology, process, and procedures related to the mandates of the Authority under Republic Act No. 11032 using personal knowledge and workrelated experiences. 10. Assist in undertaking research activities as required by the division's projects, programs, and activities. 11. Maintain a physical and electronic filing system by accurately recording all incoming and outgoing correspondence. 12. Perform other work that may be assigned from time to time under the direction of the Division's Director.	Public Assistance Division

Interested and qualified applicants should specify the **Position** and **Plantilla Item No.** and signify their interest in writing. Attach the following documents to the application letter and send to the address below from **July 30, 2020 to August 10, 2020**.

1. Fully accomplished **Personal Data Sheet** (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with **Work Experience Sheet** which can be downloaded at [www.csc.gov.ph](http://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.

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

**ATTY. EDUARDO V. BRINGAS**  
 Deputy Director General for Administration and Finance  
 Ground Fir, HPGV Building 395 Sen. Gil J. Puyat Ave. Makati City, 1200  
[recruitment@arta.gov.ph](mailto:recruitment@arta.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**