

Republic of the Philippines
(Select Agency Name)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the (Select Agency Name) in the CSC website:

ENGR. IAN T. FAJARITO
Chief Administrative Officer / ODDGAF – FAO Authorized Signatory

Date: November 10, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE OFFICER V (BUDGET OFFICER III)	ARTAB-ADOF5-5-2019	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 or equivalent (PD 907 / RA1080)		Finance Division
2	ADMINISTRATIVE OFFICER II (BUDGET OFFICER I)	ARTAB-ADOF2-3-2019	11	22,316.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/Second Level Eligibility or equivalent (PD 907 / RA1080)		Finance 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 not later than **November 20, 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;
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:

ENGR. IAN T. FAJARITO
Chief Administrative Officer / ODDGAF – FAO Authorized Signatory
Ground Flr. HPGV Building 395 Sen. Gil J. Puyat Ave. Makati City, 1200
recruitment@arta.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.