

Republic of the Philippines
ANTI-RED TAPE AUTHORITY
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 ANTI-RED TAPE AUTHORITY in the CSC website:


Anita R. Bravante
HRMO

Date: July 27, 2021

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|--------------------------------------------------------|---------------------|---------------------------------|-------------------|---------------------------------------|------------------------------|--------------------------------|----------------------------------------------------------------------------------------|-------------------------------|------------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | INFORMATION OFFICER II | ARTAB-INFO2-17-2019 | 15 | 33,575.00 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service Professional/Second Level Eligibility or equivalent (PD 907 / RA1080) | | Public Relations Unit |
| 2 | INFORMATION OFFICER III | ARTAB-INFO3-18-2019 | 18 | 43,681.00 | 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) | | Public Relations Unit |
| 3 | ATTORNEY III | ARTAB-ATY3-42-2019 | 21 | 60,901.00 | Bachelor of Laws | 4 hours of relevant training | 1 year of relevant experience | RA 1080 (Bar) | | Legal Division |
| 4 | ATTORNEY III | ARTAB-ATY3-43-2019 | 21 | 60,901.00 | Bachelor of Laws | 4 hours of relevant training | 1 year of relevant experience | RA 1080 (Bar) | | Legal Division |

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **06 August 2021**.

1. Fully accomplished **Personal Data Sheet** (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and **Work Experience Sheet** (WES) 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:


Anita R. Bravante

Chief Administrative Officer (HRMO V)

4th & 5th Floors, NFA Building, NFA Compound
Visayas Avenue, Brgy. Vasra, Diliman, Quezon City

recruitment@arta.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.