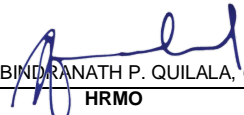


Republic of the Philippines  
**ANTI-RED TAPE AUTHORITY**  
Request for Publication of Vacant Positions

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:

  
DIR. RABINDRANATH P. QUILALA, CESE  
HRMO

Date: August 11, 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	ADMINISTRATIVE ASSISTANT III	ARTAB-ADAS3-2-2019	9	19,593.00	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		Northern Luzon Region - Baguio City
2	ADMINISTRATIVE ASSISTANT III	ARTAB-ADAS3-3-2019	9	19,593.00	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		Central Luzon Region - San Fernando, Pampanga
3	ADMINISTRATIVE ASSISTANT III	ARTAB-ADAS3-4-2019	9	19,593.00	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		Southern Luzon Region - Calamba, Laguna
4	ADMINISTRATIVE ASSISTANT III	ARTAB-ADAS3-5-2019	9	19,593.00	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		Western Visayas Region - Iloilo City
5	ADMINISTRATIVE ASSISTANT III	ARTAB-ADAS3-6-2019	9	19,593.00	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		Eastern Visayas Region - Cebu City
6	ADMINISTRATIVE ASSISTANT III	ARTAB-ADAS3-7-2019	9	19,593.00	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		Northern Mindanao Region - Cagayan de Oro City

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)	
7	ADMINISTRATIVE ASSISTANT III	ARTAB-ADAS3-8-2019	9	19,593.00	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		Eastern Mindanao Region - Davao City
8	ADMINISTRATIVE ASSISTANT III	ARTAB-ADAS3-9-2019	9	19,593.00	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		Western Mindanao Region - Zamboanga City
<b>Job Description:</b> Provides administrative support in the receiving, recording and filing of documents according to the recommended records management system of the agency. Maintains cleanliness and orderliness of the office. Performs other duties as assigned by upper management.										

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 **August 21, 2021**.

1. Fully accomplished **Personal Data Sheet** (PDS) with recent passport-sized picture and **work experience sheet** (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **for the last rating period** (if applicable); **Performance Evaluation Tool** (please download file) for non-government employees and contracts of service
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Diploma and Transcript of Records.

**Only those who applied through the online form and met ALL the required qualification standards will be considered.**

Applicants are advised to signify their interest through the **ARTA Online Recruitment Form** at <https://bit.ly/artaonlinerecruitment> and upload the above mentioned documents

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

**RABINDRANATH P. QUILALA, CESE**  
 Director IV  
 5th Floor, NFA Building, NFA Compound Visayas Avenue,  
 Brgy. Vasra, Diliman, Quezon City  
<https://bit.ly/artaonlinerecruitment>

**APPLICATIONS WITH INCOMPLETE DOCUMENTARY REQUIREMENTS SHALL NOT BE ENTERTAINED.**