

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	SUPERVISING ADMINISTRATIVE OFFICER	ARTAB-SADOF-42-2019	22	68,415.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional/Second Level Eligibility or equivalent (PD 907 / RA1080)		Northern Luzon Region - Baguio City
2	SUPERVISING ADMINISTRATIVE OFFICER	ARTAB-SADOF-43-2019	22	68,415.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional/Second Level Eligibility or equivalent (PD 907 / RA1080)		Central Luzon Region - San Fernando, Pampanga
3	SUPERVISING ADMINISTRATIVE OFFICER	ARTAB-SADOF-44-2019	22	68,415.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional/Second Level Eligibility or equivalent (PD 907 / RA1080)		Southern Luzon Region - Calamba, Laguna
4	SUPERVISING ADMINISTRATIVE OFFICER	ARTAB-SADOF-45-2019	22	68,415.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional/Second Level Eligibility or equivalent (PD 907 / RA1080)		Western Visayas Region - Iloilo City
5	SUPERVISING ADMINISTRATIVE OFFICER	ARTAB-SADOF-46-2019	22	68,415.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional/Second Level Eligibility or equivalent (PD 907 / RA1080)		Eastern Visayas Region - Cebu City
6	SUPERVISING ADMINISTRATIVE OFFICER	ARTAB-SADOF-47-2019	22	68,415.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional/Second Level Eligibility or equivalent (PD 907 / RA1080)		Northern Mindanao Region - Cagayan de Oro City
7	SUPERVISING ADMINISTRATIVE OFFICER	ARTAB-SADOF-48-2019	22	68,415.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional/Second Level Eligibility or equivalent (PD 907 / RA1080)		Eastern Mindanao Region - Davao 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)	
8	SUPERVISING ADMINISTRATIVE OFFICER	ARTAB-SADOF-49-2019	22	68,415.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional/Second Level Eligibility or equivalent (PD 907 / RA1080)		Western Mindanao Region - Zamboanga City
Job Description: Assist the Chief Administrative Officer in supervising the over-all operations of the Regional Field Office from administrative, finance, operations and legal functions of the Authority relative to the implementation of RA 11032. 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;
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.

