

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: September 7, 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-ADAS3-19-2019	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		Office of the Director General
2	ADMINISTRATIVE ASSISTANT III	ARTAB-ADAS3-18-2019	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		Office of the Deputy Director General for Administration and Finance
3	ADMINISTRATIVE ASSISTANT III	ARTAB-ADAS3-17-2019	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		Finance and Administrative Office
4	ADMINISTRATIVE ASSISTANT III	ARTAB-ADAS3-15-2019	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		Office of the Deputy Director General for Operations
5	ADMINISTRATIVE ASSISTANT III	ARTAB-ADAS3-14-2019	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		Better Regulations Office
6	ADMINISTRATIVE ASSISTANT III	ARTAB-ADAS3-13-2019	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		Compliance, Monitoring and Evaluation Office

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7	ADMINISTRATIVE ASSISTANT III	ARTAB-ADAS3-12-2019	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		Office of the Deputy Director General for Legal
8	ADMINISTRATIVE ASSISTANT III	ARTAB-ADAS3-11-2019	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		Investigation, Enforcement and Litigation Office
9	ADMINISTRATIVE ASSISTANT III	ARTAB-ADAS3-10-2019	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		Legal and Public Assistance Office

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 **September 17, 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:


ANITA R. BRAVANTE

Chief Administrative Officer (HRMO V)

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.