

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 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 I	ARTAB-INFO1-16-2019	11	23,877.00	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility or equivalent (PD 907 / RA 1080)		Public Relations Unit
2	ADMINISTRATIVE OFFICER II (HUMAN RESOURCE MANAGEMENT OFFICER I)	ARTAB-ADOF2-1-2019	11	23,877.00	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility or equivalent (PD 907 / RA 1080)		Human Resource Development Division
3	ADMINISTRATIVE OFFICER IV (HUMAN RESOURCE MANAGEMENT OFFICER II)	ARTAB-ADOF4-3-2019	15	33,575.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility or equivalent (PD 907 / RA 1080)		Human Resource Development Division
4	PROJECT DEVELOPMENT OFFICER I	ARTAB-PDO1-30-2019	11	23,877.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility or equivalent (PD 907 / RA 1080)		Better Regulations B
5	PROJECT DEVELOPMENT OFFICER V	ARTAB-PDO5-44-2019	24	86,742.00	Master's degree or Certificate in Leadership and Management from Civil Service Commission	40 hours of supervisory or management learning and development intervention	4 years of supervisory or management experience	Career Service Professional/ Second Level Eligibility or equivalent (PD 907 / RA 1080)		Better Regulations B
6	PROJECT DEVELOPMENT OFFICER I	ARTAB-PDO1-28-2019	11	23,877.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility or equivalent (PD 907 / RA 1080)		Better Regulations D
7	PROJECT DEVELOPMENT OFFICER IV	ARTAB-PDO4-39-2019	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 / RA 1080)		Compliance Monitoring and Evaluation Division B


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8	LEGAL ASSISTANT II	ARTAB-LEA2-40-2019	12	26,052.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service Professional/ Second Level Eligibility or equivalent (PD 907 / RA 1080)		Investigation and Enforcement Division
9	ATTORNEY III	ARTAB-ATY3-44-2019	21	60,901.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (Bar)		Litigation Division
10	ATTORNEY IV	ARTAB-ATY4-45-2019	23	76,907.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (Bar)		Litigation Division
11	PROJECT DEVELOPMENT OFFICER IV	ARTAB-PDO4-36-2019		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 / RA 1080)		Public Assistance Division
12	ATTORNEY III	ARTAB-ATY3-34-2019	21	60,901.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (Bar)		Northern Luzon Region
13	ATTORNEY III	ARTAB-ATY3-36-2019	21	60,901.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (Bar)		Southern Luzon Region
14	ATTORNEY III	ARTAB-ATY3-39-2019	21	60,901.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (Bar)		Northern Mindanao Region

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 **October 8, 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,
4. Photocopy of Diploma and Transcript of Record; and
5. Photocopy of Training certificates related to the applied position.

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 may also 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.