

ANTI-RED TAPE AUTHORITY
Publication of Contract of Service Positions

No.	Position Title / Vacancy	Salary Grade	Monthly Salary	Terms of Reference		Place of Assignment
				Qualification Standards	Responsibilities / Deliverables	
1.	Accountant II Vacancy -1	16	PHP40,301.00	<ul style="list-style-type: none"> ✓ Bachelor's degree in Accountancy ✓ 1 yr. relevant experience ✓ 4 hrs. relevant training ✓ RA 1080 (CPA) ✓ Work flexibility ✓ Ability to balance multiple work streams ✓ Ability to work under tight deadlines 	<ul style="list-style-type: none"> ➤ Assist the Internal Auditor on all matters relating to management control and operations audit; ➤ Assist in the conduct of management and operations audits of the Authority functions, programs, projects, activities with outputs, and determining the degree of compliance with their mandate, policies, government regulations, established objectives, systems and procedures/processes and contractual obligations; ➤ Assist in the review and appraise systems and procedures, organizational structures, assets management practices, financial and management records, reports and performance standards of the central and regional offices of the Authority; ➤ Assist in the analyzing and evaluating management deficiencies by recommending realistic courses of actions; and ➤ Perform such other related duties and responsibilities as may be assigned or delegated by the Interim Internal Auditor. 	Office of Director General

Kung ikaw ay kwalipikado at interesado, gawin ang mga sumusunod:

- 1) Sagutan ang [COS Online Application](#).
- 2) Mag-upload ng mga sumusunod na dokumento sa parehong link bago mag Oktubre 10, 2021:
 - a) Application letter
 - b) 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;
 - c) Copy of training certificates and
 - d) Copy of Transcript of Records.