

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	Duties and Responsibilities	
1.	Administrative Officer / Vacancy – 1		PHP24,905.00	<p>Education: Bachelor's degree related to the job</p> <p>Experience: none required but with government experience is an advantage</p> <p>Training: none required</p> <p>Eligibility: at least with Civil Service eligibility</p>	<ol style="list-style-type: none"> 1. Assist in the Division's records management - proper filing and safekeeping of records; 2. Assist in the preparation of 201 file of all employees; 3. Assist in the filing of the appropriate employee documents in their respective 201 File; 4. Assist in the preparation of archives 201 files of inactive employees; 5. Assist in the maintenance of the general upkeep of the Records Room; 6. Assist in the preparation of Certificate of Employment, Service Record and other requests of employees upon request; 7. Assist in the preparation of the Identification cards of the new employees; 8. Assist in updating the file records of CY 2020; 9. Assist the Division on its events and programs; and 10. Performs other duties as may be assigned by the immediate Supervisor/Division Chief. 	Human Resource Development Division

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

- 1) Sagutan ang [Online Recruitment Form](#).
- 2) Mag-upload ng mga sumusunod na dokumento sa parehong link bago mag February 02, 2022:
 - 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.