

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: February 3, 2022

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 OFFICER I (SUPPLY OFFICER II)	ARTAB-ADOF1-18-2019	10	22,190.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility (PD 907 / RA 1080)		General Services Division
2	PROJECT DEVELOPMENT OFFICER I	ARTAB-PDO1-33-2019	11	25,439.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility (PD 907 / RA 1080)		Regulatory Management and Training Division
3	PROJECT DEVELOPMENT OFFICER II	ARTAB-PDO2-25-2019	15	35,097.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility (PD 907 / RA 1080)		Compliance Monitoring and Evaluation Division A
4	PROJECT DEVELOPMENT OFFICER I	ARTAB-PDO1-23-2019	11	25,439.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility (PD 907 / RA 1080)		Compliance Monitoring and Evaluation Division C
5	PROJECT DEVELOPMENT OFFICER I	ARTAB-PDO1-21-2019	11	25,439.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility (PD 907 / RA 1080)		Compliance Monitoring and Evaluation Division D
6	LEGAL ASSISTANT II	ARTAB-LEA2-40-2019	12	27,608.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of relevant training to legal work such as legal ethics, legal research and writing, or legal procedure	None required	Career Service (Professional) Second Level Eligibility (PD 907 / RA 1080)		Investigation and Enforcement Division


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7	ATTORNEY III	ARTAB-ATY3-44-2019	21	62,449.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (Bar)		Litigation Division
8	ATTORNEY III	ARTAB-ATY3-38-2019	21	62,449.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (Bar)		Eastern Visayas Region
9	CHIEF ADMINISTRATIVE OFFICER	ARTAB-CADOF-55-2019	24	88,410.00	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 (PD 907 / RA 1080)		Northern Mindanao Region
10	PROJECT DEVELOPMENT OFFICER I	ARTAB-PDO1-16-2019	11	25,439.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility (PD 907 / RA 1080)		Eastern Mindanao Region
11	ADMINISTRATIVE ASSISTANT III	ARTAB-ADAS3-8-2019	9	20,402.00	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		Eastern 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 **February 13, 2022**.

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.