

TO ALL CONCERNED:

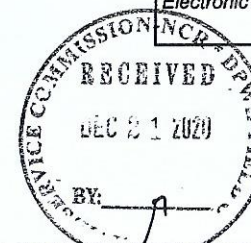
In view of the “New Normal” brought about by COVID 19 Pandemic, starting June 11, 2020, the Human Resource Division will strictly implement the following:

1. “No walk in Employment Application”
2. “No walk in Clients” policies
3. “No confirmed scheduled, No transaction”
4. “No Face Mask, No Entry”

To avail of our services, you may send your application letter and copy of your credentials through this email address at lai.villaflores@ntrc.gov.ph or leeann.batang@ntrc.gov.ph or you may submit your application and credentials (put in a plastic envelope) at NTRC drop box located at the 3F Palacio Del Gobernador Condominium, Intramuros, Manila.

Republic of the Philippines
NATIONAL TAX RESEARCH CENTER
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must
be in MS Excel format



To: CIVIL SERVICE COMMISSION (CSC)

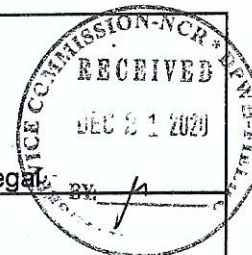
We hereby request the publication of the following vacant positions, which are authorized to be filled, at the NATIONAL TAX RESEARCH CENTER in the CSC website:

LORELLI D. VILLAFORES
LORELLI D. VILLAFORES

HRMO

Date: 18-Dec-20 ✓

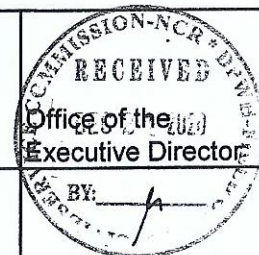
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ATTORNEY V	ATY 5-3-2010	25	96985	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080	Leadership, Core, Organizational and Technical Skills	Legal
2	CHIEF TAX SPECIALIST	CTXS-2-1998	24	85074	Masteral Degree	24 hours training in management and supervision	4 years experience in position/s involving management and supervision	CS Professional (2nd level eligibility)	Leadership, Core, Organizational and Technical Skills	Fiscal Incentives Branch
3	CHIEF TAX SPECIALIST	CTXS-4-1998	24	85074	Masteral Degree	24 hours training in management and supervision	4 years experience in position/s involving management and supervision	CS Professional (2nd level eligibility)	Leadership, Core, Organizational and Technical Skills	Indirect Taxes Branch



4	ATTORNEY IV	ATY 4-2-2010	23	75539	Bachelor of Laws	16 hours of relevant training	2 years of relevant experience	RA 1080	Leadership, Core, Organizational and Technical Skills	Legal
5	ATTORNEY II	ATY 2-1-2010	18	42159	Bachelor of Laws	None Required	None Required	RA 1080	Leadership, Core, Organizational and Technical Skills	Legal
6	STATISTICIAN III	STAT3-1-1998	18	42159	Bachelor's Degree Relevant to the Job	8 hours of relevant training	2 years of relevant experience	CS Professional (2nd level eligibility)	Leadership, Core, Organizational and Technical Skills	Tax Statistics Branch
7	ECONOMIST III	ECO3-1-1998	18	42159	Bachelor's Degree Relevant to the Job	8 hours of relevant training	2 years of relevant experience	CS Professional (2nd level eligibility)	Leadership, Core, Organizational and Technical Skills	Economics Branch
8	ECONOMIST III	ECO3-2-1998	18	42159	Bachelor's Degree Relevant to the Job	8 hours of relevant training	2 years of relevant experience	CS Professional (2nd level eligibility)	Leadership, Core, Organizational and Technical Skills	Economics Branch
9	SENIOR TAX SPECIALIST	SRTXS-3-1998	18	42159	Bachelor's Degree Relevant to the Job	8 hours of relevant training	2 years of relevant experience	CS Professional (2nd level eligibility)	Leadership, Core, Organizational and Technical Skills	Local Taxation Branch
10	TAX SPECIALIST II	TXS 2-1-1998	15	32053	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Office of the Executive Director

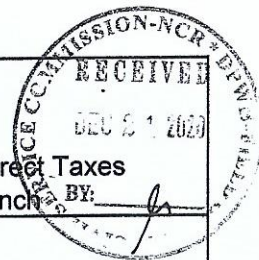


11	TAX SPECIALIST II	TXS 2-4-1998	15	32053	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Special Research & Tech. Serv. Branch
12	TAX SPECIALIST II	TXS 2-5-1998	15	32053	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Special Research & Tech. Serv. Branch
13	TAX SPECIALIST II	TXS 2-11-1998	15	32053	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Fiscal Incentives Branch
14	TAX SPECIALIST II	TXS 2-15-1998	15	32053	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Direct Taxes Branch
15	ECONOMIST II	ECO2-1-1998	15	32053	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Economics Branch
16	ECONOMIST II	ECO2-3-1998	15	32053	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Economics Branch
17	STATISTICIAN II	STAT2-2-1998	15	32053	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Tax Statistics Branch
18	ADMINISTRATIVE OFFICER IV	ADOF4-4-2004	15	32053	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Office of the Executive Director



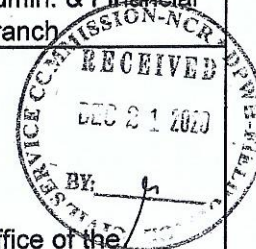
19	ADMINISTRATIVE OFFICER IV	ADOF4-5-2004	15	32053	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Office of the Executive Director
20	ADMINISTRATIVE OFFICER IV	ADOF4-7-2004	15	32053	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Admin. & Financial Branch
21	ADMINISTRATIVE OFFICER IV	ADOF4-8-2004	15	32053	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Admin. & Financial Branch
22	COMPUTER MAINTENANCE TECHNOLOGIST II	CTMT 2-1-1998	15	32053	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Admin. & Financial Branch
23	PLANNING OFFICER II	PLO2-1-1998	15	32053	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Office of the Executive Director
24	ADMINISTRATIVE OFFICER III	ADOF3-12-2011	14	29277	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Admin. & Financial Branch
25	EXECUTIVE ASSISTANT I	EXA1-2-1998	14	29277	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Office of the Executive Director
26	EXECUTIVE ASSISTANT I	EXA1-3-1998	14	29277	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Office of the Executive Director

27	TAX SPECIALIST I	TXS1-1-1998	11	22316	Bachelor's Degree Relevant to the Job	None Required	None Required	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Fiscal Incentives Branch
28	TAX SPECIALIST I	TXS1-2-1998	11	22316	Bachelor's Degree Relevant to the Job	None Required	None Required	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Direct Taxes Branch
29	TAX SPECIALIST I	TXS1-3-1998	11	22316	Bachelor's Degree Relevant to the Job	None Required	None Required	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Indirect Taxes Branch
30	TAX SPECIALIST I	TXS1-6-1998	11	22316	Bachelor's Degree Relevant to the Job	None Required	None Required	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Local Taxation Branch
31	TAX SPECIALIST I	TXS1-7-1998	11	22316	Bachelor's Degree Relevant to the Job	None Required	None Required	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Local Taxation Branch
32	TAX SPECIALIST I	TXS1-1-1999	11	22316	Bachelor's Degree Relevant to the Job	None Required	None Required	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Fiscal Incentives Branch
33	TAX SPECIALIST I	TXS 1-13-2002	11	22316	Bachelor's Degree Relevant to the Job	None Required	None Required	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Direct Taxes Branch
34	TAX SPECIALIST I	TXS 1-14-2002	11	22316	Bachelor's Degree Relevant to the Job	None Required	None Required	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Indirect Taxes Branch

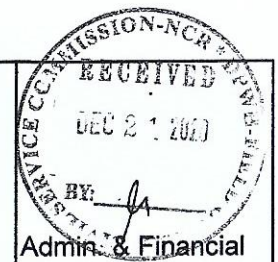


35	TAX SPECIALIST I	TXS1-4-1998	11	22316	Bachelor's Degree Relevant to the Job	None Required	None Required	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Indirect Taxes Branch
36	TAX SPECIALIST I	TXS1-16-2002	11	22316	Bachelor's Degree Relevant to the Job	None Required	None Required	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Local Taxation Branch
37	ECONOMIST I	ECO1-1-1998	11	22316	Bachelor's Degree Relevant to the Job	None Required	None Required	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Economics Branch
38	ADMINISTRATIVE OFFICER II	ADOF2-9-2011	11	22316	Bachelor's Degree Relevant to the Job	None Required	None Required	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Admin. & Financial Branch
39	ADMINISTRATIVE OFFICER II	ADOF2-11-2011	11	22316	Bachelor's Degree Relevant to the Job	None Required	None Required	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Office of the Executive Director
40	COMPUTER MAINTENANCE TECHNOLOGIST I	CTMT1-3-2004	11	22316	Bachelor's Degree Relevant to the Job	None Required	None Required	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Local Taxation Branch
41	ACCOUNTANT I	A1-1-1998	12	24495	Bachelor's Degree in Commerce/BA Major in Accounting	None Required	None Required	RA 1080	Core, Organizational and Technical Skills	Admin. & Financial Branch
42	LIBRARIAN I	LIB1-2-1998	11	22316	Bachelor's Degree in Library Science or Information Science or BS in Education/Arts Major in Library Science	4 hours of relevant training	1 year of relevant experience	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Admin. & Financial Branch

43	ADMINISTRATIVE OFFICER I	ADOF1-6-2011	10	20219	Bachelor's Degree Relevant to the Job	None Required	None Required	CS Professional (2nd level eligibility)	Core, Organizational and Technical Skills	Admin. & Financial Branch
44	ADMINISTRATIVE ASSISTANT II	ADAS 2-1-2004	8	17505	Completion of two- year studies in College or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	CS Sub- Professional (1st level eligibility); Relev ant MC 11, s. 1996 Eligibility	Not applicable	Office of the Executive Director
45	ADMINISTRATIVE ASSISTANT II	ADAS 2-4-2004	8	17505	Completion of two- year studies in College or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	CS Sub- Professional (1st level eligibility); Relev ant MC 11, s. 1996 Eligibility	Not applicable	Admin. & Financial Branch
46	ADMINISTRATIVE ASSISTANT II	ADAS 2-5-2004	8	17505	Completion of two- year studies in College or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	CS Sub- Professional (1st level eligibility); Relev ant MC 11, s. 1996 Eligibility	Not applicable	Admin. & Financial Branch
47	ADMINISTRATIVE ASSISTANT II	ADAS 2-7-2004	8	17505	Completion of two- year studies in College or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	CS Sub- Professional (1st level eligibility); Relev ant MC 11, s. 1996 Eligibility	Not applicable	Admin. & Financial Branch



48	ADMINISTRATIVE ASSISTANT II	ADAS 2-5-2011	8	17505	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional (1st level eligibility); Relevant MC 11, s. 1996 Eligibility	Not applicable	Admin. & Financial Branch
49	ADMINISTRATIVE ASSISTANT I	ADAS 1-6-2004	7	16458	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	CS Sub-Professional (1st level eligibility); Relevant MC 11, s. 1996 Eligibility	Not applicable	Admin. & Financial Branch
50	ADMINISTRATIVE AIDE VI	ADA 6-9-2004	6	15524	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional (1st level eligibility); Relevant MC 11, s. 1996 Eligibility	Not applicable	Admin. & Financial Branch
51	ADMINISTRATIVE AIDE III	ADA 3-11-2004	3	13019	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	CS Sub-Professional (1st level eligibility); Relevant MC 11, s. 1996 Eligibility	Not applicable	Admin. & Financial Branch
52	ADMINISTRATIVE AIDE III	ADA 3-12-2004	3	13019	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	CS Sub-Professional (1st level eligibility); Relevant MC 11, s. 1996 Eligibility	Not applicable	Admin. & Financial Branch



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 January 30, 2021.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

LORELLI D. VILLAFLORES

Chief, Human Resource Division

3rd Floor Palacio Del Gobernador

Condominium, Gen. Luna St. cor A. Soriano

Ave., Intramuros Manila

hr@ntrc.gov.ph



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.