

Republic of the Philippines
NATIONAL TAX RESEARCH CENTER
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 NATIONAL TAX RESEARCH CENTER in the CSC website:



LORELLI D. VILLAFLORES

HRMO

Date: November 5, 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	DIRECTOR III	DIR3-13-2021	27	126267	Master's Degree or its equivalent under CSC MC No. 5 series of 2016	120 hours of supervisory/manage ment learning and development intervention	5 years of supervisory/manage ment experience	Career Service Executive Eligibility or Career Executive Service	Leadership, Integrity and Management Competence, Excellent in communications skill both oral and written	Office of the Executive Director
2	DIRECTOR III	DIR3-14-2021	27	126267	Master's Degree or its equivalent under CSC MC No. 5 series of 2016	120 hours of supervisory/manage ment learning and development intervention	5 years of supervisory/manage ment experience	Career Service Executive Eligibility or Career Executive Service	Leadership, Integrity and Management Competence, Excellent in communications skill both oral and written	Office of the Executive Director

3	DIRECTOR III	DIR3-15-2021	27	126267	Master's Degree or its equivalent under CSC MC No. 5 series of 2016	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	Career Service Executive Eligibility or Career Executive Service	Leadership, Integrity and Management Competence, Excellent in communications skill both oral and written	Office of the Executive Director
4	ATTORNEY V	ATY5-12-2021	25	98886	Bachelor of Laws	40 hours of supervisory/management training/learning and development intervention	4 years of supervisory/management experience	RA 1080 (BAR)	Leadership, Core, Organizational and Technical Skills	Legal Management Division
5	CHIEF ADMINISTRATIVE OFFICER	CADOF-8-2021	24	86742	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management training/learning and development intervention	4 years of supervisory/management experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Finance Division
6	CHIEF ADMINISTRATIVE OFFICER	CADOF-7-2021	24	86742	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management training/learning and development intervention	4 years of supervisory/management experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Human Resource Management and Development Division
7	INFORMATION TECHNOLOGY OFFICER III	ITO3-6-2021	24	86742	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management training/learning and development intervention	4 years of supervisory/management experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Management and Information System Division
8	FINANCIAL ANALYST V	FINA5-12-2021	24	86742	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management training/learning and development intervention	4 years of supervisory/management experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Tax Incentives Division
9	FINANCIAL ANALYST V	FINA5-11-2021	24	86742	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management training/learning and development intervention	4 years of supervisory/management experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Tax Subsidies and Large Investments Division

10	FINANCIAL ANALYST V	FINA5-10-2021	24	86742	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management training/learning and development intervention	4 years of supervisory/management experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Manufacturing Industries Division
11	FINANCIAL ANALYST V	FINA5-9-2021	24	86742	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management training/learning and development intervention	4 years of supervisory/management experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Infrastructure and Resource-Based Industries Division
12	FINANCIAL ANALYST V	FINA5-8-2021	24	86742	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management training/learning and development intervention	4 years of supervisory/management experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Service Industries Division
13	ATTORNEY IV	ATY4-11-2021	23	76907	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080 (BAR)	Leadership, Core, Organizational and Technical Skills	Legal Management Division
14	INFORMATION TECHNOLOGY OFFICER II	ITO2-5-2021	22	68415	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Management and Information System Division
15	FINANCIAL ANALYST IV	FINA4-11-2021	22	68415	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Tax Incentives Division
16	FINANCIAL ANALYST IV	FINA4-10-2021	22	68415	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Tax Subsidies and Large Investments Division
17	FINANCIAL ANALYST IV	FINA4-9-2021	22	68415	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Manufacturing Industries Division
18	FINANCIAL ANALYST IV	FINA4-8-2021	22	68415	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Infrastructure and Resource-Based Industries Division

19	FINANCIAL ANALYST IV	FINA4-7-2021	22	68415	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Service Industries Division
20	ATTORNEY III	ATY3-10-2021	21	60901	Bachelor of Laws	4 hours of relevant training	1 year relevant experience	RA 1080 (BAR)	Leadership, Core, Organizational and Technical Skills	Legal Management Division
21	INFORMATION TECHNOLOGY OFFICER I	ITO1-4-2021	19	48313	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional / Second Level Eligibility	Core, Organizational and Technical Skills	Management and Information System Division
22	FINANCIAL ANALYST III	FINA3-11-2021	18	43681	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Tax Incentives Division
23	FINANCIAL ANALYST III	FINA3-12-2021	18	43681	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Tax Incentives Division
24	FINANCIAL ANALYST III	FINA3-9-2021	18	43681	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Tax Subsidies and Large Investments Division
25	FINANCIAL ANALYST III	FINA3-10-2021	18	43681	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Tax Subsidies and Large Investments Division
26	FINANCIAL ANALYST III	FINA3-7-2021	18	43681	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Manufacturing Industries Division
27	FINANCIAL ANALYST III	FINA3-8-2021	18	43681	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Manufacturing Industries Division
28	FINANCIAL ANALYST III	FINA3-5-2021	18	43681	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Infrastructure and Resource-Based Industries Division
29	FINANCIAL ANALYST III	FINA3-6-2021	18	43681	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Infrastructure and Resource-Based Industries Division

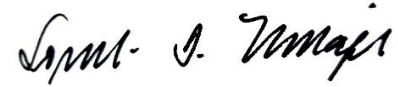
30	FINANCIAL ANALYST III	FINA3-3-2021	18	43681	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Service Industries Division
31	FINANCIAL ANALYST III	FINA3-4-2021	18	43681	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Service Industries Division
32	INFORMATION OFFICER III	INFO3-14-2021	18	43681	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Legal Research and Communication Division
33	BOARD SECRETARY II	BS2-2-2021	17	39986	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / Second Level Eligibility	Core, Organizational and Technical Skills	Office of the Executive Director
34	FINANCIAL ANALYST II	FINA2-9-2021	15	33575	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / Second Level Eligibility	Core, Organizational and Technical Skills	Manufacturing Industries Division
35	FINANCIAL ANALYST II	FINA2-10-2021	15	33575	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / Second Level Eligibility	Core, Organizational and Technical Skills	Manufacturing Industries Division
36	FINANCIAL ANALYST II	FINA2-7-2021	15	33575	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / Second Level Eligibility	Core, Organizational and Technical Skills	Infrastructure and Resource-Based Industries Division
37	FINANCIAL ANALYST II	FINA2-8-2021	15	33575	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / Second Level Eligibility	Core, Organizational and Technical Skills	Infrastructure and Resource-Based Industries Division
38	FINANCIAL ANALYST II	FINA2-5-2021	15	33575	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / Second Level Eligibility	Core, Organizational and Technical Skills	Service Industries Division
39	FINANCIAL ANALYST II	FINA2-6-2021	15	33575	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / Second Level Eligibility	Core, Organizational and Technical Skills	Service Industries Division
40	INFORMATION OFFICER II	INFO2-13-2021	15	33575	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service Professional / Second Level Eligibility	Core, Organizational and Technical Skills	Legal Research and Communication Division

41	BOARD SECRETARY I	BS1-1-2021	14	30799	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / Second Level Eligibility	Core, Organizational and Technical Skills	Office of the Executive Director
42	LEGAL ASSISTANT II	LEA2-9-2021	12	26052	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional / Second Level Eligibility	Core, Organizational and Technical Skills	Legal Management Division
43	CHIEF TAX SPECIALIST	CTXS-6-1998	24	86742	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management training/learning and development intervention	4 years of supervisory/management experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Local Taxation Branch
44	ACCOUNTANT III	A3-1-2011	19	48313	Bachelor's Degree Relevant to the Job	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA)	Leadership, Core, Organizational and Technical Skills	Administrative and Financial Branch
45	SENIOR TAX SPECIALIST	SRTXS-1-1998	18	43681	Bachelor's Degree Relevant to the Job	8 hours of relevant training	2 years of relevant experience	Career Service Professional / 2nd Level Eligibility	Leadership, Core, Organizational and Technical Skills	Office of the Executive Director
46	SENIOR TAX SPECIALIST	SRTXS-11-1998	18	43681	Bachelor's Degree Relevant to the Job	8 hours of relevant training	2 years of relevant experience	Career Service Professional / 2nd Level Eligibility	Leadership, Core, Organizational and Technical Skills	Indirect Taxes Branch
47	ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)	ADA 6-8-2004	6	16200	High School Graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional (1st level eligibility); Relevant MC11, s.1996 Eligibility	Not Applicable	Administrative and Financial Branch
48	ADMINISTRATIVE AIDE III (DRIVER)	ADA 3-7-2004	3	13572	High School Graduate or completion of relevant vocational/trade course	None required	1 year demonstrated ability in driving and troubleshooting of motor vehicle	Professional Driver's License	Not Applicable	Administrative and 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 November 15, 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
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hr@ntrc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.