

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:

VENCHITO P. SALVADOR
HRMO

Date: December 17, 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	STATISTICIAN V	STAT5-1-1998	24	86742	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/manag ement training/learning and development intervention	4 years of supervisory/manag ement experience	Career Service Professional / Second Level Eligibility	Leadership, Core, Organizational and Technical Skills	Tax Statistics Staff
2	STATISTICIAN IV	STAT4-1-1998	22	68415	Bachelor's Degree Relevant to the Job	16 hours of relevant training	3 years of relevant experience	Career Service Professional / 2nd Level Eligibility	Leadership, Core, Organizational and Technical Skills	Tax Statistics Staff
3	ATTORNEY IV	ATY4-2-2010	23	76907	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080 (BAR)	Leadership, Core, Organizational and Technical Skills	Legal Research and Communication Division

4	SENIOR TAX SPECIALIST	SRTXS-12-1998	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	Special Research and Technical Services Branch
5	ATTORNEY II	ATY2-1-2010	18	43681	Bachelor of Laws	None Required	None Required	RA 1080 (BAR)	Leadership, Core, Organizational and Technical Skills	Legal Research and Communication Division
6	ADMINISTRATIVE OFFICER V	ADOF5-10-2004	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	General Services Division
7	TAX SPECIALIST II	TXS2-2-1998	15	33575	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Indirect Taxes Branch
8	TAX SPECIALIST II	TXS2-4-1998	15	33575	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Special Research and Technical Services Branch
9	TAX SPECIALIST II	TXS2-5-1998	15	33575	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Special Research and Technical Services Branch

10	TAX SPECIALIST II	TXS2-8-1998	15	33575	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Local Taxation Branch
11	TAX SPECIALIST II	TXS2-11-1998	15	33575	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Fiscal Incentives Branch
12	TAX SPECIALIST II	TXS2-15-1998	15	33575	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Direct Taxes Branch
13	ECONOMIST II	ECO2-1-1998	15	33575	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Economics Staff
14	ECONOMIST II	ECO2-2-1998	15	33575	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Economics Staff
15	STATISTICIAN II	STAT2-2-1998	15	33575	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Tax Statistics Staff

16	PLANNING OFFICER II	PLO2-1-1998	15	33575	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Office of the Executive Director
17	ADMINISTRATIVE OFFICER IV	ADOF4-5-2004	15	33575	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Office of the Executive Director
18	ADMINISTRATIVE OFFICER IV	ADOF4-8-2004	15	33575	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	General Services Division
19	ACCOUNTANT I	A1-1-1998	12	26052	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Finance Division
20	TAX SPECIALIST I	TXS1-7-1998	11	23877	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Local Taxation Branch
21	TAX SPECIALIST I	TXS1-12-2002	11	23877	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Direct Taxes Branch

22	TAX SPECIALIST I	TXS1-13-2002	11	23877	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Direct Taxes Branch
23	TAX SPECIALIST I	TXS1-14-2002	11	23877	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Indirect Taxes Branch
24	ADMINISTRATIVE OFFICER II	ADOF2-8-2011	11	23877	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Human Resource Management and Development Division
25	ADMINISTRATIVE OFFICER II	ADOF2-9-2011	11	23877	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Finance Division
26	ADMINISTRATIVE OFFICER II	ADOF2-11-2011	11	23877	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Human Resource Management and Development Division
27	LIBRARIAN I	LIB1-1-1998	11	23877	Bachelor's Degree Relevant to the Job	None Required	None Required	RA 1080 (Librarian)	Core, Organizational and Technical Skills	General Services Division

28	LIBRARIAN I	LIB1-2-1998	11	23877	Bachelor's Degree Relevant to the Job	None Required	None Required	RA 1080 (Librarian)	Core, Organizational and Technical Skills	General Services Division
29	COMPUTER MAINTENANCE TECHNOLOGIST I	CTMT1-3-2004	11	23877	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Management and Information System Division
30	ADMINISTRATIVE ASSISTANT II	ADAS2-7-2004	8	18251	Completion of two-year studies in Colleg 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 MC11, s.1996 Eligibility	Not Applicable	Human Resource Management and Development Division
31	ADMINISTRATIVE ASSISTANT II	ADAS2-5-2011	8	18251	Completion of two-year studies in Colleg 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 MC11, s.1996 Eligibility	Not Applicable	Finance Division
32	ADMINISTRATIVE AIDE VI (MECHANIC II)	ADA6-9-2004	6	16200	High School Graduate or completion of relevant vocational/trade course	None Required	None Required	Mechanic (Automotive Servicing) MC # 10 s. 2013-Cat II)	Not Applicable	General Services Division
33	ADMINISTRATIVE AIDE VI (Utility Foreman)	ADA6-8-2004	6	16200	Elementary Graduate	None Required	None Required	None Required (MC #10 s. 2013 - Cat III)	Not Applicable	Tax Statistics Staff

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 December 27, 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:

VENCHITO P. SALVADOR

OIC, Human Resource Management and Development 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.