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:

<table>
<thead>
<tr>
<th>No.</th>
<th>Position Title (Parenthetical Title, if applicable)</th>
<th>Plantilla Item No.</th>
<th>Salary/ Job/ Pay Grade</th>
<th>Monthly Salary</th>
<th>Qualification Standards</th>
<th>Place of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Education</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>STATISTICIAN V</td>
<td>STAT5-1-1998</td>
<td>24</td>
<td>86742</td>
<td>Master’s Degree or Certificate in Leadership and Management from the CSC</td>
<td>Tax Statistics Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>40 hours of supervisory/management training/learning and development intervention</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Experience</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4 years of supervisory/management experience</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Eligibility</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Career Service Professional / Second Level Eligibility</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Competency (if applicable)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Leadership, Core, Organizational and Technical Skills</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>STATISTICIAN IV</td>
<td>STAT4-1-1998</td>
<td>22</td>
<td>68415</td>
<td>Bachelor’s Degree Relevant to the Job</td>
<td>Tax Statistics Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>16 hours of relevant training</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>ATTORNEY IV</td>
<td>ATY4-2-2010</td>
<td>23</td>
<td>76907</td>
<td>Bachelor of Laws</td>
<td>Legal Research and Communication Division</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8 hours of relevant training</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2 years relevant experience</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Eligibility</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>RA 1080 (BAR)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Competency (if applicable)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Leadership, Core, Organizational and Technical Skills</td>
<td></td>
</tr>
</tbody>
</table>

Electronic copy to be submitted to the CSC FO must be in MS Excel format.
<table>
<thead>
<tr>
<th>#</th>
<th>Position</th>
<th>Code</th>
<th>Age</th>
<th>Salary</th>
<th>Degree Relevant to the Job</th>
<th>Hours of Relevant Training</th>
<th>Years of Relevant Experience</th>
<th>Career Service Eligibility</th>
<th>Leadership, Core, Organizational and Technical Skills</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>SENIOR TAX SPECIALIST</td>
<td>SRTXS-12-1998</td>
<td>18</td>
<td>43681</td>
<td>Bachelor's Degree Relevant to the Job</td>
<td>8 hours of relevant training</td>
<td>2 years of relevant experience</td>
<td>Professional / 2nd Level Eligibility</td>
<td>Leadership, Core, Organizational and Technical Skills</td>
<td>Special Research and Technical Services Branch</td>
</tr>
<tr>
<td>5</td>
<td>ATTORNEY II</td>
<td>ATY2-1-2010</td>
<td>18</td>
<td>43681</td>
<td>Bachelor of Laws</td>
<td>None Required</td>
<td>None Required</td>
<td>RA 1080 (BAR)</td>
<td>Legal Research and Communication Division</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>ADMINISTRATIVE OFFICER V</td>
<td>ADOF5-10-2004</td>
<td>18</td>
<td>43681</td>
<td>Bachelor's Degree Relevant to the Job</td>
<td>8 hours of relevant training</td>
<td>2 years of relevant experience</td>
<td>Professional / 2nd Level Eligibility</td>
<td>Leadership, Core, Organizational and Technical Skills</td>
<td>General Services Division</td>
</tr>
<tr>
<td>7</td>
<td>TAX SPECIALIST II</td>
<td>TXS2-2-1998</td>
<td>15</td>
<td>33575</td>
<td>Bachelor's Degree Relevant to the Job</td>
<td>4 hours of relevant training</td>
<td>1 year of relevant experience</td>
<td>Professional / 2nd Level Eligibility</td>
<td>Core, Organizational and Technical Skills</td>
<td>Indirect Taxes Branch</td>
</tr>
<tr>
<td>8</td>
<td>TAX SPECIALIST II</td>
<td>TXS2-4-1998</td>
<td>15</td>
<td>33575</td>
<td>Bachelor's Degree Relevant to the Job</td>
<td>4 hours of relevant training</td>
<td>1 year of relevant experience</td>
<td>Professional / 2nd Level Eligibility</td>
<td>Core, Organizational and Technical Skills</td>
<td>Special Research and Technical Services Branch</td>
</tr>
<tr>
<td>9</td>
<td>TAX SPECIALIST II</td>
<td>TXS2-5-1998</td>
<td>15</td>
<td>33575</td>
<td>Bachelor's Degree Relevant to the Job</td>
<td>4 hours of relevant training</td>
<td>1 year of relevant experience</td>
<td>Professional / 2nd Level Eligibility</td>
<td>Core, Organizational and Technical Skills</td>
<td>Special Research and Technical Services Branch</td>
</tr>
<tr>
<td></td>
<td>Job Title</td>
<td>Tracking Code</td>
<td>Category</td>
<td>Level</td>
<td>Education</td>
<td>Training</td>
<td>Experience</td>
<td>Career Service</td>
<td>Core, Organizational and Technical Skills</td>
<td>Branch</td>
</tr>
<tr>
<td>---</td>
<td>----------------</td>
<td>---------------</td>
<td>----------</td>
<td>-------</td>
<td>-----------</td>
<td>----------</td>
<td>------------</td>
<td>----------------</td>
<td>------------------------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>10</td>
<td>TAX SPECIALIST II</td>
<td>TXS2-8-1998</td>
<td>15</td>
<td>33575</td>
<td>Bachelor's Degree Relevant to the Job</td>
<td>4 hours of relevant training</td>
<td>1 year of relevant experience</td>
<td>Career Service Professional / 2nd Level Eligibility</td>
<td>Core, Organizational and Technical Skills</td>
<td>Local Taxation Branch</td>
</tr>
<tr>
<td>11</td>
<td>TAX SPECIALIST II</td>
<td>TXS2-11-1998</td>
<td>15</td>
<td>33575</td>
<td>Bachelor's Degree Relevant to the Job</td>
<td>4 hours of relevant training</td>
<td>1 year of relevant experience</td>
<td>Career Service Professional / 2nd Level Eligibility</td>
<td>Core, Organizational and Technical Skills</td>
<td>Fiscal Incentives Branch</td>
</tr>
<tr>
<td>12</td>
<td>TAX SPECIALIST II</td>
<td>TXS2-15-1998</td>
<td>15</td>
<td>33575</td>
<td>Bachelor's Degree Relevant to the Job</td>
<td>4 hours of relevant training</td>
<td>1 year of relevant experience</td>
<td>Career Service Professional / 2nd Level Eligibility</td>
<td>Core, Organizational and Technical Skills</td>
<td>Direct Taxes Branch</td>
</tr>
<tr>
<td>13</td>
<td>ECONOMIST II</td>
<td>ECO2-1-1998</td>
<td>15</td>
<td>33575</td>
<td>Bachelor's Degree Relevant to the Job</td>
<td>4 hours of relevant training</td>
<td>1 year of relevant experience</td>
<td>Career Service Professional / 2nd Level Eligibility</td>
<td>Core, Organizational and Technical Skills</td>
<td>Economics Staff</td>
</tr>
<tr>
<td>14</td>
<td>ECONOMIST II</td>
<td>ECO2-2-1998</td>
<td>15</td>
<td>33575</td>
<td>Bachelor's Degree Relevant to the Job</td>
<td>4 hours of relevant training</td>
<td>1 year of relevant experience</td>
<td>Career Service Professional / 2nd Level Eligibility</td>
<td>Core, Organizational and Technical Skills</td>
<td>Economics Staff</td>
</tr>
<tr>
<td>15</td>
<td>STATISTICIAN II</td>
<td>STAT2-2-1998</td>
<td>15</td>
<td>33575</td>
<td>Bachelor's Degree Relevant to the Job</td>
<td>4 hours of relevant training</td>
<td>1 year of relevant experience</td>
<td>Career Service Professional / 2nd Level Eligibility</td>
<td>Core, Organizational and Technical Skills</td>
<td>Tax Statistics Staff</td>
</tr>
<tr>
<td>Position</td>
<td>Code</td>
<td>Grade</td>
<td>Bachelor's Degree</td>
<td>Hours of Relevant Training</td>
<td>Years of Relevant Experience</td>
<td>Career Service Eligibility</td>
<td>Core Organizational and Technical Skills</td>
<td>Reporting Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>------</td>
<td>-------</td>
<td>-------------------</td>
<td>-----------------------------</td>
<td>-----------------------------</td>
<td>---------------------------</td>
<td>------------------------------------------</td>
<td>------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLANNING OFFICER II</td>
<td>PLO2-1-1998</td>
<td>15</td>
<td>Bachelor's Degree Relevant to the Job</td>
<td>4 hours of relevant training</td>
<td>1 year of relevant experience</td>
<td>Career Service Professional / 2nd Level Eligibility</td>
<td>Core, Organizational and Technical Skills</td>
<td>Office of the Executive Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADMINISTRATIVE OFFICER IV</td>
<td>ADOF4-5-2004</td>
<td>15</td>
<td>Bachelor's Degree Relevant to the Job</td>
<td>4 hours of relevant training</td>
<td>1 year of relevant experience</td>
<td>Career Service Professional / 2nd Level Eligibility</td>
<td>Core, Organizational and Technical Skills</td>
<td>Office of the Executive Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADMINISTRATIVE OFFICER IV</td>
<td>ADOF4-8-2004</td>
<td>15</td>
<td>Bachelor's Degree Relevant to the Job</td>
<td>4 hours of relevant training</td>
<td>1 year of relevant experience</td>
<td>Career Service Professional / 2nd Level Eligibility</td>
<td>Core, Organizational and Technical Skills</td>
<td>General Services Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCOUNTANT I</td>
<td>A1-1-1998</td>
<td>12</td>
<td>Bachelor's Degree Relevant to the Job</td>
<td>None Required</td>
<td>None Required</td>
<td>Career Service Professional / 2nd Level Eligibility</td>
<td>Core, Organizational and Technical Skills</td>
<td>Finance Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TAX SPECIALIST I</td>
<td>TXS1-7-1998</td>
<td>11</td>
<td>Bachelor's Degree Relevant to the Job</td>
<td>None Required</td>
<td>None Required</td>
<td>Career Service Professional / 2nd Level Eligibility</td>
<td>Core, Organizational and Technical Skills</td>
<td>Local Taxation Branch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TAX SPECIALIST I</td>
<td>TXS1-12-2002</td>
<td>11</td>
<td>Bachelor's Degree Relevant to the Job</td>
<td>None Required</td>
<td>None Required</td>
<td>Career Service Professional / 2nd Level Eligibility</td>
<td>Core, Organizational and Technical Skills</td>
<td>Direct Taxes Branch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td>Code</td>
<td>Grade</td>
<td>Position Code</td>
<td>Vacancy</td>
<td>Job Description</td>
<td>Eligibility Requirements</td>
<td>Core, Organizational and Technical Skills</td>
<td>Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------</td>
<td>-------</td>
<td>---------------</td>
<td>---------</td>
<td>--------------------------------------</td>
<td>--------------------------</td>
<td>------------------------------------------</td>
<td>-------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TAX SPECIALIST I</td>
<td>TXS1-13-2002</td>
<td>11</td>
<td>23877</td>
<td>Bachelor's Degree Relevant to the Job</td>
<td>None Required</td>
<td>None Required</td>
<td>Core, Organizational and Technical Skills</td>
<td>Direct Taxes Branch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TAX SPECIALIST I</td>
<td>TXS1-14-2002</td>
<td>11</td>
<td>23877</td>
<td>Bachelor's Degree Relevant to the Job</td>
<td>None Required</td>
<td>None Required</td>
<td>Core, Organizational and Technical Skills</td>
<td>Indirect Taxes Branch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADMINISTRATIVE OFFICER II</td>
<td>ADOF2-8-2011</td>
<td>11</td>
<td>23877</td>
<td>Bachelor's Degree Relevant to the Job</td>
<td>None Required</td>
<td>None Required</td>
<td>Core, Organizational and Technical Skills</td>
<td>Human Resource Management and Development Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADMINISTRATIVE OFFICER II</td>
<td>ADOF2-9-2011</td>
<td>11</td>
<td>23877</td>
<td>Bachelor's Degree Relevant to the Job</td>
<td>None Required</td>
<td>None Required</td>
<td>Core, Organizational and Technical Skills</td>
<td>Finance Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADMINISTRATIVE OFFICER II</td>
<td>ADOF2-11-2011</td>
<td>11</td>
<td>23877</td>
<td>Bachelor's Degree Relevant to the Job</td>
<td>None Required</td>
<td>None Required</td>
<td>Core, Organizational and Technical Skills</td>
<td>Human Resource Management and Development Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIBRARIAN I</td>
<td>LIB1-1-1998</td>
<td>11</td>
<td>23877</td>
<td>Bachelor's Degree Relevant to the Job</td>
<td>None Required</td>
<td>None Required</td>
<td>Core, Organizational and Technical Skills</td>
<td>General Services Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Position</td>
<td>Code</td>
<td>Adv.</td>
<td>Salary</td>
<td>Required Education</td>
<td>Core, Organizational and Technical Skills</td>
<td>Division</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------------------------------</td>
<td>------------</td>
<td>------</td>
<td>--------</td>
<td>----------------------------------------------------------</td>
<td>------------------------------------------</td>
<td>----------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>LIBRARIAN I</td>
<td>LIB1-2-1998</td>
<td>11</td>
<td>23877</td>
<td>Bachelor's Degree Relevant to the Job None Required None Required</td>
<td>RA 1080 (Librarian)</td>
<td>Core, Organizational and Technical Skills</td>
<td>General Services Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>COMPUTER MAINTENANCE TECHNOLOGIST I</td>
<td>CTMT1-3-2004</td>
<td>11</td>
<td>23877</td>
<td>Bachelor's Degree Relevant to the Job None Required None Required</td>
<td>Career Service Professional / 2nd Level Eligibility</td>
<td>Core, Organizational and Technical Skills</td>
<td>Management and Information System Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>ADMINISTRATIVE ASSISTANT II</td>
<td>ADAS2-7-2004</td>
<td>8</td>
<td>18251</td>
<td>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</td>
<td>CS Sub-Professional (1st level eligibility); Relevant MC11, s.1996 Eligibility</td>
<td>Not Applicable</td>
<td>Human Resource Management and Development Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>ADMINISTRATIVE ASSISTANT II</td>
<td>ADAS2-5-2011</td>
<td>8</td>
<td>18251</td>
<td>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</td>
<td>CS Sub-Professional (1st level eligibility); Relevant MC11, s.1996 Eligibility</td>
<td>Not Applicable</td>
<td>Finance Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>ADMINISTRATIVE AIDE VI (MECHANIC II)</td>
<td>ADA6-9-2004</td>
<td>6</td>
<td>16200</td>
<td>High School Graduate or completion of relevant vocational/trade course None Required None Required</td>
<td>Mechanic (Automotive Servicing) MC # 10 s. 2013- Cat II</td>
<td>Not Applicable</td>
<td>General Services Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>ADMINISTRATIVE AIDE VI (Utility Foreman)</td>
<td>ADA6-8-2004</td>
<td>6</td>
<td>16200</td>
<td>Elementary Graduate None Required None Required</td>
<td>None Required (MC #10 s. 2013 - Cat III)</td>
<td>Not Applicable</td>
<td>Tax Statistics Staff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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@ntc.gov.ph

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**