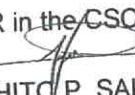


Republic of the Philippines
NATIONAL TAX RESEARCH CENTER
Request for Publication of Vacant Positions

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: April 29, 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	ATTORNEY V	ATY5-3-2010	25	100788	Bachelor of Laws	40 hours of supervisory/manag ement training/learning and development intervention	4 years of supervisory/manag ement experience	RA 1080	Leadership, Core, Organizational and Technical Skills	Legal Research and Communication Division
2	STATISTICIAN V	STAT5-1-1998	24	88410	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 Sta
3	FINANCIAL ANALYST V	FINA5-12-2021	24	88410	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 Incentives Divi
4	FINANCIAL ANALYST V	FINA5-11-2021	24	88410	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 Subsidies and Large Investment Division

5	FINANCIAL ANALYST V	FINA5-10-2021	24	88410	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
6	FINANCIAL ANALYST V	FINA5-9-2021	24	88410	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
7	FINANCIAL ANALYST V	FINA5-8-2021	24	88410	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
8	CHIEF ADMINISTRATIVE OFFICER	CADOF-8-2021	24	88410	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
9	CHIEF ADMINISTRATIVE OFFICER	CADOF-7-2021	24	88410	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
10	CHIEF ADMINISTRATIVE OFFICER	CADOF-13-2011	24	88410	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	General Services Division
11	INFORMATION TECHNOLOGY OFFICER III	ITO3-6-2021	24	88410	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 Information System Division
12	ATTORNEY IV	ATY4-2-2010	23	78455	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080	Leadership, Core, Organizational and Technical Skills	Legal Research and Communication Division

13	SUPERVISING TAX SPECIALIST	SVTXS-2-1998	22	69963	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	Fiscal Incentives Branch
14	SUPERVISING TAX SPECIALIST	SVTXS-3-1998	22	69963	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	Direct Taxes Branch
15	FINANCIAL ANALYST IV	FINA4-8-2021	22	69963	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
16	SUPERVISING ADMINISTRATIVE OFFICER	SADOF-13-2022	22	69963	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	Human Resource Management and Development Division
17	ACCOUNTANT IV	A4-10-2022	22	69963	Bachelor's Degree in Commerce/Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080	Leadership, Core, Organizational and Technical Skills	Finance Division
18	ATTORNEY III	ATY3-7-2022	21	62449	Bachelor of Laws	4 hours of relevant training	1 year relevant experience	RA 1080	Leadership, Core, Organizational and Technical Skills	Legal Research and Communication Division
19	ATTORNEY III	ATY3-8-2022	21	62449	Bachelor of Laws	4 hours of relevant training	1 year relevant experience	RA 1080	Leadership, Core, Organizational and Technical Skills	Legal Management Division
20	INFORMATION TECHNOLOGY OFFICER I	ITO1-4-2021	19	49835	Bachelor's Degree Relevant to the Job	8 hours of relevant training	2 years relevant experience	Career Service Professional / 2nd Level Eligibility	Leadership, Core, Organizational and Technical Skills	Management Information System Division

21	ATTORNEY II	ATY2-1-2010	18	45203	Bachelor of Laws	None required	None required	RA 1080	Leadership, Core, Organizational and Technical Skills	Legal Research and Communication Division
22	SENIOR TAX SPECIALIST	SRTXS-6-1998	18	45203	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	Fiscal Incentives Branch
23	SENIOR TAX SPECIALIST	SRTXS-12-1998	18	45203	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
24	SENIOR TAX SPECIALIST	SRTXS-7-1998	18	45203	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	Fiscal Incentives Branch
25	FINANCIAL ANALYST III	FINA3-12-2021	18	45203	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
26	FINANCIAL ANALYST III	FINA3-8-2021	18	45203	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	ADMINISTRATIVE OFFICER V	ADOF5-10-2004	18	45203	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
28	ADMINISTRATIVE OFFICER V	ADOF5-14-2022	18	45203	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	Human Resource Management and Development Division

29	EXECUTIVE ASSISTANT II	EXA2-1-1998	17	41508	Bachelor's Degree	4 hours of training	1 year of experience	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Office of the Executive Director
30	ACCOUNTANT II	A2-11-2022	16	38150	Bachelor's Degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 years of relevant experience	RA 1080	Core, Organizational and Technical Skills	Finance Division
31	INFORMATION SYSTEMS ANALYST II	INFOSA2-16-2022	16	38150	Bachelor's Degree relevant to the job	4 hours of relevant training	1 years of relevant experience	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Management and Information System Division
32	TAX SPECIALIST II	TXS2-2-1998	15	35097	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
33	TAX SPECIALIST II	TXS2-4-1998	15	35097	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
34	TAX SPECIALIST II	TXS2-5-1998	15	35097	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
35	TAX SPECIALIST II	TXS2-6-1998	15	35097	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
36	TAX SPECIALIST II	TXS2-7-1998	15	35097	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

37	TAX SPECIALIST II	TXS2-8-1998	15	35097	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
38	TAX SPECIALIST II	TXS2-11-1998	15	35097	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
39	TAX SPECIALIST II	TXS2-12-1998	15	35097	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
40	TAX SPECIALIST II	TXS2-13-1998	15	35097	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
41	TAX SPECIALIST II	TXS2-14-1998	15	35097	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
42	TAX SPECIALIST II	TXS2-15-1998	15	35097	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
43	TAX SPECIALIST II	TXS2-16-1998	15	35097	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
44	ECONOMIST II	ECO2-1-1998	15	35097	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

45	ECONOMIST II	ECO2-2-1998	15	35097	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
46	ECONOMIST II	ECO2-3-1998	15	35097	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
47	STATISTICIAN II	STAT2-2-1998	15	35097	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
48	FINANCIAL ANALYST II	FINA2-3-2022	15	35097	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	Tax Incentives Division
49	FINANCIAL ANALYST II	FINA2-4-2022	15	35097	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	Tax Incentives Division
50	FINANCIAL ANALYST II	FINA2-5-2022	15	35097	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	Tax Subsidies and Large Investments Division
51	FINANCIAL ANALYST II	FINA2-6-2022	15	35097	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	Tax Subsidies and Large Investments Division
52	ADMINISTRATIVE OFFICER IV	ADOF4-5-2004	15	35097	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

53	ADMINISTRATIVE OFFICER IV	ADOF4-6-2004	15	35097	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
54	ADMINISTRATIVE OFFICER IV	ADOF4-8-2004	15	35097	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
55	ADMINISTRATIVE OFFICER IV (BUDGET OFFICER II)	ADOF4-12-2022	15	35097	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	Finance Division
56	ADMINISTRATIVE OFFICER IV	ADOF4-13-2022	15	35097	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	Human Resource Management and Development Division
57	PLANNING OFFICER II	PLO2-1-1998	15	35097	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
58	COMPUTER MAINTENANCE TECHNOLOGIST II	CTMT2-15-2022	15	35097	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	Management and Information System Division
59	BOARD SECRETARY I	BS1-1-2022	14	32321	Bachelor's Degree	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
60	ACCOUNTANT I	A1-1-1998	12	27608	Bachelor's Degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA 1080	Core, Organizational and Technical Skills	Finance Division

61	LEGAL ASSISTANT II	LEA2-8-2022	12	27608	Bachelor's Degree	None required	None required	Career Service Professional / Second Level Eligibility	Core, Organizational and Technical Skills	Legal Research and Communication Division
62	LEGAL ASSISTANT II	LEA2-9-2022	12	27608	Bachelor's Degree	None required	None required	Career Service Professional / Second Level Eligibility	Core, Organizational and Technical Skills	Legal Management Division
63	TAX SPECIALIST I	TXS1-6-1998	11	25439	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
64	TAX SPECIALIST I	TXS1-7-1998	11	25439	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
65	TAX SPECIALIST I	TXS1-12-2002	11	25439	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
66	TAX SPECIALIST I	TXS1-13-2002	11	25439	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
67	TAX SPECIALIST I	TXS1-14-2002	11	25439	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
68	TAX SPECIALIST I	TXS1-16-2002	11	25439	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

69	LIBRARIAN I	LIB1-1-1998	11	25439	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None Required	None Required	RA 1080	Core, Organizational and Technical Skills	General Services Division
70	LIBRARIAN I	LIB1-2-1998	11	25439	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None Required	None Required	RA 1080	Core, Organizational and Technical Skills	General Services Division
71	ADMINISTRATIVE OFFICER II	ADOF2-8-2011	11	25439	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
72	ADMINISTRATIVE OFFICER II	ADOF2-9-2011	11	25439	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Finance Division
73	ADMINISTRATIVE OFFICER II	ADOF2-11-2011	11	25439	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
74	COMPUTER MAINTENANCE TECHNOLOGIST I	CTMT1-3-2004	11	25439	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

75	ADMINISTRATIVE ASSISTANT III	ADAS3-2-2022	9	20402	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service Suprofessional / First Level Eligibility Relevant MC 11 s. 1996	Core, Organizational and Technical Skills	Office of the Executive Director
76	ADMINISTRATIVE ASSISTANT II (HUMAN RESOURCE MANAGEMENT ASSISTANT)	ADAS2-7-2004	8	18998	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service Suprofessional / First Level Eligibility Relevant MC 11 s. 1996	Not Applicable	Human Resource Management and Development Division
77	ADMINISTRATIVE ASSISTANT II (PUBLICATION CIRCULATION ASSISTANT)	ADAS2-5-2011	8	18998	Completion of two years 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 MC11, s.1996 Eligibility	Not Applicable	Finance Division
78	ADMINISTRATIVE AIDE VI (MECHANIC II less than 250 volts)	ADA6-9-2004	6	16877	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Mechanic (Automotive Servicing) (MC No. 10, 2. 2013-Cat.II)	Not Applicable	General Services Division
79	ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)	ADA6-8-2004	6	16877	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	Not Applicable	General Services Division

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 May 9, 2022

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.