

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: May 23, 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	LEGAL ASSISTANT II	LEA2-8-2022	12	27608	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service Professional / Second Level Eligibility	Core, Organizational and Technical Skills	Legal Research and Communication Division
2	LEGAL ASSISTANT II	LEA2-9-2022	12	27608	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service Professional / Second Level Eligibility	Core, Organizational and Technical Skills	Legal Management Division
3	LEGAL ASSISTANT II	LEA2-9-2021	12	27608	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service Professional / Second Level Eligibility	Core, Organizational and Technical Skills	Legal Management 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 June 2, 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](http://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](mailto:hr@ntrc.gov.ph)

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