

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: September 13, 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	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/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	Management Information System Division
2	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 Division
3	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 Investments Division
4	FINANCIAL ANALYST V	FINA5-10-2021	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	Manufacturing Industries Division

5	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
6	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
7	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
8	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
9	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
10	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
11	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

12	BOARD SECRETARY II	BS2-2-2021	17	41508	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
13	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
14	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
15	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
16	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
17	FINANCIAL ANALYST II	FINA2-6-2021	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	Service Industries Division
18	FINANCIAL ANALYST II	FINA2-7-2021	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	Infrastructure and Resource-Based Industries Division

19	FINANCIAL ANALYST II	FINA2-9-2021	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	Manufacturing Industries Division
20	FINANCIAL ANALYST II	FINA2-10-2021	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	Manufacturing Industries Division
21	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
22	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
23	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
24	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
25	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

26	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
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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 September 23, 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**

Chief, Human Resource Management and Development Division

3rd Floor Palacio Del Gobernador  
Condominium, Gen. Luna St. cor A. Soriano  
Ave., Intramuros Manila

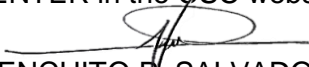
[hr@ntrc.gov.ph](mailto:hr@ntrc.gov.ph)

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

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: September 6, 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	ATY5-12-2021	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 Management Division
2	COMPUTER MAINTENANCE TECHNOLOGIST III	CTMT3-2-2004	17	41508	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
3	FINANCIAL ANALYST II	FINA2-5-2021	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	Service Industries Division
4	FINANCIAL ANALYST II	FINA2-8-2021	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	Infrastructure and Resource-Based Industries Division

5	ADMINISTRATIVE OFFICER II	ADOF2-10-2011	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
6	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
7	TAX SPECIALIST I	TXS1-2-1998	11	25439	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Direct Taxes 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 September 16, 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**

Chief, 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)

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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: August 19, 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	BOARD SECRETARY II	BS2-2-2021	17	39986	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
2	TAX SPECIALIST II	TXS2-10-1998	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
3	STATISTICIAN II	STAT2-1-1998	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	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 August 29, 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**

Chief, 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)

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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: August 3, 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	SENIOR TAX SPECIALIST	SRTXS-9-1998	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	Direct Taxes Branch
2	SENIOR TAX SPECIALIST	SRTXS-10-1998	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	Indirect Taxes Branch
3	FINANCIAL ANALYST II	FINA2-9-2021	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	Manufacturing Incentives Division
4	TAX SPECIALIST I	TXS1-4-1998	11	25439	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Indirect Taxes Branch

5	TAX SPECIALIST I	TXS1-1-1999	11	25439	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Fiscal Incentives Branch
6	TAX SPECIALIST I	TXS1-1-1998	11	25439	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Fiscal Incentives Branch
7	ECONOMIST I	ECO1-1-1998	11	25439	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Economics Staff
8	ADMINISTRATIVE OFFICER I	ADO1-6-2011	10	22190	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	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 August 13, 2022.

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3rd Floor Palacio Del Gobernador  
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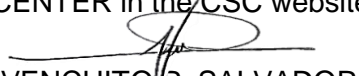
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Republic of the Philippines  
**NATIONAL TAX RESEARCH CENTER**  
Request for Publication of Vacant Positions

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: July 27, 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	SUPERVISING TAX SPECIALIST	SVTXS-4-1998	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	Indirect Taxes Branch
2	SENIOR TAX SPECIALIST	SRTXS-2-1998	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
3	ADMINISTRATIVE OFFICER V	ADOF5-8-2004	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
4	ADMINISTRATIVE OFFICER V	ADOF5-9-2004	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

5	STATISTICIAN II	STAT2-1-1998	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	Tax Statistics Staff
6	ADMINISTRATIVE OFFICER III	ADOF3-12-2011	14	32321	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
7	TAX SPECIALIST I	TXS1-5-1998	11	25439	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Special Research and Technical Services Branch
8	TAX SPECIALIST I	TXS1-15-2002	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
9	STATISTICIAN I	STAT1-1-1998	11	25439	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	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 August 6, 2022.

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Chief, Human Resource Management and Development Division

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[hr@ntrc.gov.ph](mailto:hr@ntrc.gov.ph)

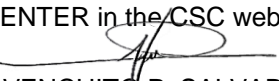
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Republic of the Philippines  
**NATIONAL TAX RESEARCH CENTER**  
Request for Publication of Vacant Positions

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: June 6, 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	SUPERVISING ADMINISTRATIVE OFFICER	SADOF-5-2004	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	General Services Division
2	FINANCIAL ANALYST III	FINA3-4-2021	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	Service Industries Division
3	FINANCIAL ANALYST III	FINA3-6-2021	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	Infrastructure and Resource-Based Industries Division
4	FINANCIAL ANALYST II	FINA2-6-2021	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	Service Industries Division

5	FINANCIAL ANALYST II	FINA2-7-2021	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	Infrastructure and Resource-Based Industries Division
6	FINANCIAL ANALYST II	FINA2-9-2021	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	Manufacturing Industries Division
7	FINANCIAL ANALYST II	FINA2-10-2021	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	Manufacturing Industries Division
8	ADMINISTRATIVE ASSISTANT V	ADAS5-7-2011	11	25439	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Relevant MC 11 s. 1996 Career Service Sub-Professional/First Level Eligibility	Core, Organizational and Technical Skills	General Services Division

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Ave., Intramuros Manila

[hr@ntrc.gov.ph](mailto:hr@ntrc.gov.ph)

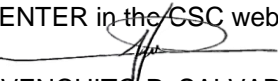


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**NATIONAL TAX RESEARCH CENTER**  
Request for Publication of Vacant Positions

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

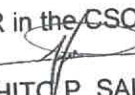
[hr@ntrc.gov.ph](mailto:hr@ntrc.gov.ph)

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

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 Systems 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](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

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[hr@ntrc.gov.ph](mailto:hr@ntrc.gov.ph)

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