

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:

LORELLI D. VILLAFLORES

HRMO

Date: 5-Jun-24

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	DIRECTOR III	DIR 3-1-1998	27	131124	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of managerial training	5 years of supervisory experience	CSEE/CSE	Leadership, Core, Organizational and Technical Skills	Office of the Executive Director
2	DIRECTOR III	DIR 3-14-2021	27	131124	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of managerial training	5 years of supervisory experience	CSEE/CSE	Leadership, Core, Organizational and Technical Skills	Office of the Executive Director

3	FINANCIAL ANALYST V	FINA5-8-2021	24	90078	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
4	FINANCIAL ANALYST V	FINA5-9-2021	24	90078	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
5	FINANCIAL ANALYST V	FINA5-10-2021	24	90078	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	FINA5-12-2021	24	90078	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	Tax Incentives Division

7	CHIEF ADMINISTRATIVE OFFICER	CADOF-7-2021	24	90078	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
8	CHIEF ADMINISTRATIVE OFFICER	CADOF-13-2011	24	90078	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
9	INFORMATION TECHNOLOGY OFFICER III	ITO3-6-2021	24	90078	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
10	ATTORNEY IV	ATY4-11-2021	23	80003	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080	Leadership, Core, Organizational and Technical Skills	Legal Management Division
11	ECONOMIST IV	ECO4-1-1998	22	71511	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	Economics Staff

12	SUPERVISING ADMINISTRATIVE OFFICER	SADOF-5-2004	22	71511	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	General Services Division
13	ACCOUNTANT IV	A4-10-2022	22	71511	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
14	ATTORNEY III	ATY3-7-2022	21	63997	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
15	ATTORNEY II	ATY2-1-2010	18	46725	Bachelor of Laws	None Required	None Required	RA 1080	Leadership, Core, Organizational and Technical Skills	Legal Research and Communication Division
16	SENIOR TAX SPECIALIST	SRTXS-2-1998	18	46725	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
17	SENIOR TAX SPECIALIST	SRTXS-4-1998	18	46725	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	Local Taxation Branch
18	SENIOR TAX SPECIALIST	SRTXS-9-1998	18	46725	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

19	FINANCIAL ANALYST III	FINA3-3-2021	18	46725	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	Service Industries Division
20	FINANCIAL ANALYST III	FINA3-6-2021	18	46725	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	Infrastructure and Resource-Based Industries Division
21	FINANCIAL ANALYST III	FINA3-7-2021	18	46725	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	Manufacturing Industries Division
22	FINANCIAL ANALYST III	FINA3-10-2021	18	46725	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	Tax Subsidies and Large Investments Division
23	FINANCIAL ANALYST III	FINA3-11-2021	18	46725	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	Tax Incentives Division
24	INFORMATION OFFICER III	INFO3-14-2021	18	46725	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional / 2nd Level Eligibility	Leadership, Core, Organizational and Technical Skills	Legal Research and Communication Division
25	COMPUTER MAINTENANCE TECHNOLOGIST III	CTMT3-2-2004	17	43030	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

26	ACCOUNTANT II	A2-11-2022	16	39672	Bachelor's Degree in Commerce/Business Administration major in	4 hours of relevant training	1 year of relevant experience	RA 1080	Core, Organizational and Technical Skills	Finance Division
27	INFORMATION SYSTEMS ANALYST II	INFOSA2-16-2022	16	39672	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
28	TAX SPECIALIST II	TXS2-1-1998	15	36619	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
29	TAX SPECIALIST II	TXS2-2-1998	15	36619	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
30	TAX SPECIALIST II	TXS2-5-1998	15	36619	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
31	TAX SPECIALIST II	TXS2-6-1998	15	36619	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
32	TAX SPECIALIST II	TXS2-7-1998	15	36619	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
33	TAX SPECIALIST II	TXS2-10-1998	15	36619	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

34	TAX SPECIALIST II	TXS2-12-1998	15	36619	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
35	TAX SPECIALIST II	TXS2-13-1998	15	36619	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
36	TAX SPECIALIST II	TXS2-15-1998	15	36619	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
37	TAX SPECIALIST II	TXS2-16-1998	15	36619	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
38	ECONOMIST II	ECO2-2-1998	15	36619	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
39	ECONOMIST II	ECO2-3-1998	15	36619	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
40	STATISTICIAN II	STAT2-1-1998	15	36619	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
41	STATISTICIAN II	STAT2-2-1998	15	36619	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

42	FINANCIAL ANALYST II	FINA2-6-2021	15	36619	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	Service Industries Division
43	FINANCIAL ANALYST II	FINA2-7-2021	15	36619	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	Infrastructure and Resource-Based Industries Division
44	FINANCIAL ANALYST II	FINA2-8-2021	15	36619	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	Infrastructure and Resource-Based Industries Division
45	FINANCIAL ANALYST II	FINA2-10-2021	15	36619	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	Manufacturing Industries Division
46	FINANCIAL ANALYST II	FINA2-5-2022	15	36619	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 Subsidies and Large Investments Division
47	PLANNING OFFICER II	PLO2-1-1998	15	36619	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
48	COMPUTER MAINTENANCE TECHNOLOGIST II	CTMT2-1-1998	15	36619	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
49	ADMINISTRATIVE OFFICER IV	ADOF4-5-2004	15	36619	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

50	ADMINISTRATIVE OFFICER IV	ADOF4-6-2004	15	36619	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
51	ADMINISTRATIVE OFFICER IV	ADOF4-8-2004	15	36619	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
52	ADMINISTRATIVE OFFICER IV (BUDGET OFFICER II)	ADOF4-12-2022	15	36619	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
53	LIBRARIAN II	LIB2-1-1998	15	36619	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	4 hours of relevant training	1 year of relevant experience	RA 1080	Core, Organizational and Technical Skills	General Services Division
54	BOARD SECRETARY I	BS-1-1-2021	14	33843	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
55	BOARD SECRETARY I	BS1-1-2022	14	33843	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

56	LEGAL ASSISTANT II	LEA2-9-2021	12	29165	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 / 2nd Level Eligibility	Core, Organizational and Technical Skills	Legal Management Division
57	LEGAL ASSISTANT II	LEA2-9-2022	12	29165	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 / 2nd Level Eligibility	Core, Organizational and Technical Skills	Legal Management Division
58	ACCOUNTANT I	A1-1-1998	12	29165	Bachelor's Degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA 1080	Core, Organizational and Technical Skills	Finance Division
59	TAX SPECIALIST I	TXS1-3-1998	11	27000	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
60	TAX SPECIALIST I	TXS1-4-1998	11	27000	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

61	TAX SPECIALIST I	TXS1-6-1998	11	27000	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
62	TAX SPECIALIST I	TXS1-7-1998	11	27000	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
63	TAX SPECIALIST I	TXS1-1-1999	11	27000	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
64	TAX SPECIALIST I	TXS1-12-2002	11	27000	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
65	TAX SPECIALIST I	TXS1-13-2002	11	27000	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	TXS1-14-2002	11	27000	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
67	TAX SPECIALIST I	TXS1-16-2002	11	27000	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
68	ECONOMIST I	ECO1-1-1998	11	27000	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Economics Staff
69	LIBRARIAN I	LIB1-1-1998	11	27000	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	27000	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	27000	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	ADOF2-10-2011	11	27000	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	27000	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	27000	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	21211	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	ADAS 2-7-2004	8	19744	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	Human Resource Management and Development Division
77	ADMINISTRATIVE AIDE VI (MECHANIC II)	ADA6-9-2004	6	17553	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Mechanic (Automotive Servicing) (CSC MC No. 10, s. 2013-Cat II)	Not Applicable	General Services Division
78	ADMINISTRATIVE AIDE VI (CHAUFFEUR II)	ADA6-11-2004	6	17553	Elementary School Graduate	None Required	None Required	Professional Driver's License (CSC MC No. 10, s. 2013-Cat IV)	Not Applicable	General Services Division
79	ADMINISTRATIVE AIDE VI (ELECTRICIAN II)	ADA6-4-2004	6	17553	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Electrician (CSC MC No. 10, s. 2013-Cat II)	Not Applicable	General Services Division

80	ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)	ADA6-6-2004	6	17553	Elementary School Graduate	None Required	None Required	None Required (CSC MC No. 10, s. 2013-Cat III)	Not Applicable	Special Research and Technical Services Branch
81	ADMINISTRATIVE AIDE III (DRIVER I)	ADA3-7-2004	3	14678	Elementary School Graduate	None Required	None Required	Professional Driver's License (CSC MC No. 10, s. 2013-Cat IV)	Not Applicable	General Services Division
82	ADMINISTRATIVE AIDE III (PAPER CUTTING MACHINE OPERATOR I)	ADA3-2-2011	3	14678	High School Graduate	None Required	None Required	None Required (CSC 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 June 15, 2024.

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:

LORELLI D. VILLAFLORES
Human Resource Management and Development
Branch, BSP Complex, Roxas Blvd. cor. P. C. E. Road
hr@ntrc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.