

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: 30-Apr-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	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
2	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
3	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

4	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
5	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
6	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
7	ADMINISTRATIVE OFFICER IV	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
8	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
9	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

10	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
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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 May 10, 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](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:

**LORELLI D. VILLAFLORES**

Human Resource Management and Development  
Officer, BSP Complex, Roxas Blvd. cor. P. O.

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

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

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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: 26-Mar-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	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
2	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
3	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

4	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
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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 April 5, 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](http://www.csc.gov.ph);
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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 March 17, 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](http://www.csc.gov.ph);
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**LORELLI D. VILLAFLORES**

an Resource Management and Developme

(Office Address)

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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: 28-Feb-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 IV	DIR 4-1-1998	28	148171	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 3-1-1998	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
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	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
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	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

10	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
11	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
12	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
13	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
14	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
15	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

16	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
17	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
18	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
19	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
20	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
21	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

22	ACCOUNTANT II	A2-11-2022	16	39672	Bachelor's Degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080	Core, Organizational and Technical Skills	Finance Division
23	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
24	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
25	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
26	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

27	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
28	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
29	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
30	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
31	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
32	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

33	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
34	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
35	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
36	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
37	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

38	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
39	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
40	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
41	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
42	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

43	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
44	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
45	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
46	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



47	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
48	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
49	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
50	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
51	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
52	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
53	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

54	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
55	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
56	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
57	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
58	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

59	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
60	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
61	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
62	ADMINISTRATIVE AIDE III (PAPER CUTTING MACHINE OPERATOR I)	ADA3-2-2011	3	14678	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	None Required (CSC MC No. 10, s. 2013-Cat III)	Not Applicable	General Services Division

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3rd Floor, BSP Complex, Roxas Blvd. cor. Oca

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LORELLI D. VILLAFLORES

**HRMO**

Date: 2/6/2024

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9	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
10	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

11	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
12	LEGAL ASSISTANT II	LEA2-9-2021; 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
13	LIBRARIAN I	LIB1-1-1998; 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
14	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
15	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

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 February 16, 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](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:

**LORELLI D. VILLAFLORES**

OIC, HRMDD

ng, BSP Complex, Roxas Boulevard cor.

[info@ntrc.gov.ph](mailto:info@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:

*Lorelli D. Villaflores*   
LORELLI D. VILLAFLORES

HRMO

Date: January 18, 2024

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	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
2	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
3	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

4	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
5	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
6	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
7	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
8	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
9	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

10	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
11	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
12	LEGAL ASSISTANT II	LEA2-9-2021; 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
13	LIBRARIAN I	LIB1-1-1998; 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
14	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
15	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

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 January 28, 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](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:

**LORELLI D. VILLAFLORES**

OIC, Human Resource Management and Development Division

8th Floor EDPC Building, BSP Complex, Roxas Boulevard cor.

Pablo Ocampo St., Manila

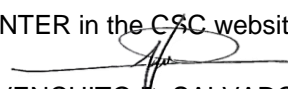
[hr@ntrc.gov.ph](mailto:hr@ntrc.gov.ph)

**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: December 18, 2023

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	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
	ACCOUNTANT II	A2-11-2022	16	39672	Bachelor's Degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080	Core, Organizational and Technical Skills	Finance Division
2	TAX SPECIALIST II	TXS2-5-1998; TXS2-6-1998; TXS2-7-1998; TXS2-12-1998; TXS2-13-1998; 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	Direct Taxes Branch; Indirect Taxes Branch; Special Research and Technical Services Branch; Local Taxation Branch; Fiscal Incentives Branch

3	ECONOMIST II	ECO2-2-1998; 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
4	STATISTICIAN II	STAT2-1-1998; 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
5	TAX SPECIALIST I	TXS1-4-1998; TXS1-7-1998; TXS1-1-1999; TXS1-12-2002; TXS1-13-2002; TXS1-14-2002; 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	Direct Taxes Branch; Indirect Taxes Branch; Local Taxation Branch; Fiscal Incentives Branch
6	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

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than December 28, 2023.

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

8th Floor EDPC Building, BSP Complex, Roxas Boulevard cor.

Pablo Ocampo St., 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: November 8, 2023

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	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

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 November 18, 2023.

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:

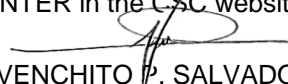
**VENCHITO P. SALVADOR**  
Chief, Human Resource Management and Development Division  
8th Floor EDPC Building, BSP Complex, Roxas Boulevard cor.  
Pablo Ocampo St., Manila  
[hr@ntrc.gov.ph](mailto:hr@ntrc.gov.ph)

**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: October 6, 2023

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 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
2	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
3	FINANCIAL ANALYST II	FINA2-3-2022	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 Incentives Division



4	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
5	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
6	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

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 October 16, 2023.

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

8th Floor EDPC Building, BSP Complex, Roxas Boulevard cor.

Pablo Ocampo St., Manila

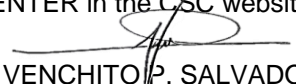
[hr@ntrc.gov.ph](mailto:hr@ntrc.gov.ph)

**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: August 15, 2023

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	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	Indirect Taxes Branch
2	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
3	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
4	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

5	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
6	ADMINISTRATIVE OFFICER V	ADOF5-14-2022	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	Human Resource Management and Development Division
7	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
8	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
9	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
10	ADMINISTRATIVE OFFICER IV	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
11	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

12	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
13	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

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 25, 2023.

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

8th Floor EDPC Building, BSP Complex, Roxas Boulevard cor.

Pablo Ocampo St., Manila

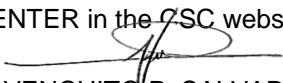
[hr@ntrc.gov.ph](mailto:hr@ntrc.gov.ph)

**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: June 27, 2023

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)	
	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
	ADMINISTRATIVE AIDE III (PAPER CUTTING MACHINE OPERATOR I)	ADA3-2-2011	3	14678	High School Graduate or Completion of relevant vocational/trade course	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 July 7, 2023.

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

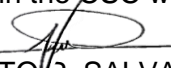
8th Floor EDPC Building, BSP Complex, Roxas Boulevard cor.  
Pablo Ocampo St., Manila  
[hr@ntrc.gov.ph](mailto:hr@ntrc.gov.ph)

**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: June 21, 2023

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	120 hours of managerial training	5 years of supervisory experience	CSEE/CSE	Leadership, Core, Organizational and Technical Skills	Office of the Executive Director
2	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
3	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
4	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

5	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
6	CHIEF ADMINISTRATIVE OFFICER	CADOF-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	Finance Division
7	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
8	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
9	ATTORNEY III	ATY3-10-2021	21	63997	Bachelor of Laws	4 hours of relevant training	1 year relevant experience	RA 1080	Leadership, Core, Organizational and Technical Skills	Legal Management Division
10	SENIOR TAX SPECIALIST	SRTXS-7-1998	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	Fiscal Incentives Branch
11	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



12	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
13	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
14	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
15	FINANCIAL ANALYST III	FINA3-12-2021	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
16	FINANCIAL ANALYST II	FINA2-4-2022	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 Incentives Division
17	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
18	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

19	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
20	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
21	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
22	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 Division
23	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
24	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
25	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

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 July 1, 2023.

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

8th Floor EDPC Building, BSP Complex, Roxas Boulevard cor.

Pablo Ocampo St., Manila

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

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