

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:

19-Jul-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	ADMINISTRATIVE OFFICER III	ADOF3-9- 2004	14	33843	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
2	ADMINISTRATIVE ASSISTANT II	ADAS2-6- 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	Finance Division

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
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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 July 29, 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
Bldg., BSP Complex, Roxas Blvd. cor. P. O.
hr@ntrc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.