

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: 1-Aug-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	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	INFORMATION TECHNOLOGY OFFICER I	ITO1-4-2021	19	51357	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
3	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

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 11, 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

Officer, BSP Complex, Roxas Blvd. cor. P. O. Box 118

hr@ntrc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.