

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: 7-Nov-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	ATTORNEY V	ATY-5-3-2010	25	107208	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080	Leadership, Core, Organizational and Technical Skills	Legal Research and Communication Division
2	ATTORNEY V	ATY5-12- 2021	25	107208	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080	Leadership, Core, Organizational and Technical Skills	Legal Management Division
3	SUPERVISING TAX SPECIALIST	SVTXS-2- 1998	22	74836	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

4	SENIOR TAX SPECIALIST	SRTXS-6-1998	18	49015	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
5	ADMINISTRATIVE OFFICER V	ADOF5-9-2004	18	49015	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
6	STATISTICIAN III	STAT3-1-1998	18	49015	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 Statistics Staff
7	COMPUTER MAINTENANCE TECHNOLOGIST II	CTMT2-15-2022	15	38413	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	STATISTICIAN I	STAT1-1-1998	11	28512	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
9	ADMINISTRATIVE ASSISTANT II	ADAS2-5-2011;	8	20534	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

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 21, 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

OIC, HRMDD

dg., BSP Complex, Roxas Blvd. cor. P. Oc

hr@ntrc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.