

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: 6-Mar-25

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	FINANCIAL ANALYST V	FINA5-12-2021	24	94132	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
2	CHIEF ADMINISTRATIVE OFFICER	CADOF-7-2021	24	94132	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
3	CHIEF ADMINISTRATIVE OFFICER	CADOF-13-2011	24	94132	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

4	INFORMATION TECHNOLOGY OFFICER III	ITO3-6-2021	24	94132	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
5	SUPERVISING ADMINISTRATIVE OFFICER	SADOF-5-2004	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	General Services Division
6	FINANCIAL ANALYST III	FINA3-12-2021	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 Incentives Division
7	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
8	ACCOUNTANT II	A2-11-2022	16	41616	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
9	INFORMATION SYSTEMS ANALYST II	INFOSA2-16-2022	16	41616	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

10	ADMINISTRATIVE OFFICER IV	ADOF4-6-2004	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	General Services Division
11	ADMINISTRATIVE OFFICER IV	ADOF4-8-2004	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	General Services Division
12	ADMINISTRATIVE OFFICER IV	ADOF4-12-2022	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	Finance Division
13	ADMINISTRATIVE OFFICER IV	ADOF4-5-2004	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	Office of the Executive Director
14	PLANNING OFFICER II	PLO2-1-1998	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	Office of the Executive Director
15	COMPUTER MAINTENANCE TECHNOLOGIST II	CTMT2-1-1998	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

16	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
17	LIBRARIAN II	LIB2-1-1998	15	38413	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
18	ADMINISTRATIVE OFFICER III	ADOF3-9-2004	14	35434	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
19	BOARD SECRETARY I	BS-1-1-2021	14	35434	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
20	BOARD SECRETARY I	BS1-1-2022	14	35434	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

21	LEGAL ASSISTANT II	LEA2-9-2022	12	30705	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
22	LEGAL ASSISTANT II	LEA2-9-2021	12	30705	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
23	ACCOUNTANT I	A1-1-1998	12	30705	Bachelor's Degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA 1080	Core, Organizational and Technical Skills	Finance Division
24	LIBRARIAN I	LIB1-1-1998	11	28512	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

25	LIBRARIAN I	LIB1-2-1998	11	28512	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
26	COMPUTER MAINTENANCE TECHNOLOGIST I	CTMT1-3-2004	11	28512	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
27	ADMINISTRATIVE ASSISTANT II	ADAS2-6-2004	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
28	ADMINISTRATIVE ASSISTANT II	ADAS 2-7-2004	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	Human Resource Management and Development Division

29	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
30	ADMINISTRATIVE AIDE VI (ELECTRICIAN II)	ADA6-4-2004	6	18255	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
31	ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)	ADA6-6-2004	6	18255	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
32	ADMINISTRATIVE AIDE VI (MECHANIC II)	ADA6-9-2004	6	18255	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
33	ADMINISTRATIVE AIDE VI (PRINTING MACHINE OPERATOR II)	ADA6-3-2011	6	18255	High School Graduate	None Required	None Required	Printing Machine Operator (CSC MC No. 10, s. 2013-Cat II)	Not Applicable	General Services Division

34	ADMINISTRATIVE AIDE III (PAPER CUTTING MACHINE OPERATOR I)	ADA3-2-2011	3	15265	High School Graduate	None Required	None Required	None Required (CSC MC No. 10, s. 2013-Cat III)	Not Applicable	General Services Division
35	ADMINISTRATIVE AIDE III (DRIVER I)	ADA3-7-2004	3	15265	Elementary School Graduate	None Required	None Required	Professional Driver's License (CSC MC No. 10, s. 2013-Cat IV)	Not Applicable	General Services Division
36	ADMINISTRATIVE AIDE III (DRIVER I)	ADA3-10-2004	3	15265	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 16 March 2025.

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  
 4th Flr. EDPC Bldg., BSP Complex, Manila

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

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



