

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: 11-Jun-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	ATTORNEY V	ATY-5-3-2010	25	111727	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	FINANCIAL ANALYST V	FINA5-8-2021	24	98185	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	98185	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	98185	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	98185	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	INFORMATION TECHNOLOGY OFFICER III	ITO3-6-2021	24	98185	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
7	ATTORNEY IV	ATY4-11-2021	23	87315	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080	Leadership, Core, Organizational and Technical Skills	Legal Management Division
8	SUPERVISING TAX SPECIALIST	SVTXS-2-1998	22	78162	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
9	FINANCIAL ANALYST IV	FINA4-7-2021	22	78162	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	Service Industries Division

10	ATTORNEY III	ATY3-7-2022	21	70013	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
11	SENIOR TAX SPECIALIST	SRTXS-9-1998	18	51304	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
12	SENIOR TAX SPECIALIST	SRTXS-4-1998	18	51304	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
13	SENIOR TAX SPECIALIST	SRTXS-6-1998	18	51304	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
14	STATISTICIAN III	STAT3-1-1998	18	51304	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
15	FINANCIAL ANALYST III	FINA3-3-2021	18	51304	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	FINA3-11-2021	18	51304	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

17	FINANCIAL ANALYST III	FINA3-6-2021	18	51304	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
18	FINANCIAL ANALYST III	FINA3-4-2021	18	51304	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
19	FINANCIAL ANALYST III	FINA3-8-2021	18	51304	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
20	FINANCIAL ANALYST III	FINA3-12-2021	18	51304	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
21	ADMINISTRATIVE OFFICER V	ADOF5-9-2004	18	51304	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
22	TAX SPECIALIST II	TXS2-6-1998	15	40208	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
23	TAX SPECIALIST II	TXS2-12-1998	15	40208	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

24	TAX SPECIALIST II	TXS2-16-1998;	15	40208	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
25	TAX SPECIALIST II	TXS2-10-1998	15	40208	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
26	TAX SPECIALIST II	TXS2-1-1998	15	40208	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
27	TAX SPECIALIST II	TXS2-2-1998	15	40208	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
28	TAX SPECIALIST II	TXS2-15-1998	15	40208	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
29	ECONOMIST II	ECO2-3-1998	15	40208	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
30	ECONOMIST II	ECO2-2-1998	15	40208	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	STATISTICIAN II	STAT2-2-1998	15	40208	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
32	FINANCIAL ANALYST II	FINA2-6-2021	15	40208	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
33	FINANCIAL ANALYST II	FINA2-8-2021	15	40208	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
34	FINANCIAL ANALYST II	FINA2-3-2022	15	40208	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
35	FINANCIAL ANALYST II	FINA2-9-2021	15	40208	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
36	FINANCIAL ANALYST II	FINA2-6-2022	15	40208	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
37	TAX SPECIALIST I	TXS1-1-1998	11	30024	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

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 June 21, 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;
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

BSP Complex, Roxas Blvd. cor P. Ocampo

hr@ntrc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.