

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. VILLALFORES

HRMO

Date: August 8, 2025

| 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 | ATY5-12-2021 | 25 | 111727 | Bachelor of Laws | 16 hours of relevant training | 3 years of relevant experience | RA 1080 | Leadership, Core, Organizational and Technical Skills | Legal Management Division |
| 2 | ATTORNEY III | ATY3-10-2021 | 21 | 70013 | Bachelor of Laws | 4 hours of relevant training | 1 year relevant experience | RA 1080 | Leadership, Core, Organizational and Technical Skills | Legal Management Division |
| 3 | ATTORNEY II | ATY2-1-2010 | 18 | 51304 | Bachelor of Laws | None Required | None Required | RA 1080 | Leadership, Core, Organizational and Technical Skills | Legal Research and Communication Division |
| 4 | ECONOMIST II | ECO2-1-1998 | 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 | Economics Staff |

| | | | | | | | | | | |
|---|-----------------------|-------------|----|-------|-------------------|---------------------|----------------------|--|---|----------------------------------|
| 5 | EXECUTIVE ASSISTANT I | EXA1-1-1998 | 14 | 37024 | Bachelor's Degree | 4 hours of training | 1 year of experience | Career Service Professional / Second Level Eligibility | Core, Organizational and Technical Skills | Office of the Executive Director |
|---|-----------------------|-------------|----|-------|-------------------|---------------------|----------------------|--|---|----------------------------------|

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 18, 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. VILLALFORES
 OIC, Human Resource Management
 and Development Division
 8th Flr. EDPC Bldg., BSP Complex,
 Roxas Blvd. cor P. Ocampo St., Manila
hr@ntrc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.