

Republic of the Philippines
NATIONAL TAX RESEARCH CENTER
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the NATIONAL TAX RESEARCH CENTER:

LORELLI D. VILLAFLORES

HRMO

Date: 2-Feb-26

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/ Area of Specialization/ Residency Requirement (if applicable)	
1	EXECUTIVE ASSISTANT II	EXA2-1-1998	17	49562	Bachelor's Degree	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
2	ADMINISTRATIVE AIDE VI (MECHANIC II)	ADA6-9-2004	6	19716	High School Graduate (prior to 2016) or Completion of Grade 10/Junior High School (starting 2016) 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

3	ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)	ADA6-6-2004	6	19716	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
4	ADMINISTRATIVE AIDE VI (ELECTRICIAN II)	ADA6-4-2004	6	19716	High School Graduate (prior to 2016) or Completion of Grade 10/Junior High School (starting 2016) 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
5	ADMINISTRATIVE AIDE VI (PRINTING MACHINE OPERATOR II)	ADA6-3-2011	6	19716	High School Graduate (prior to 2016) or Completion of Grade 10/Junior High School (starting 2016)	None Required	None Required	Printing Machine Operator (CSC MC No. 10, s. 2013-Cat II)	Not Applicable	General Services Division
6	ADMINISTRATIVE AIDE III (DRIVER I)	ADA3-7-2004	3	16486	Elementary School Graduate	None Required	None Required	Professional Driver's License (CSC MC No. 10, s. 2013-Cat IV)	Not Applicable	General Services Division
7	ADMINISTRATIVE AIDE III (DRIVER I)	ADA3-10-2004	3	16486	Elementary School Graduate	None Required	None Required	Professional Driver's License (CSC MC No. 10, s. 2013-Cat IV)	Not Applicable	General Services Division

8	ADMINISTRATIVE AIDE III (PAPER CUTTING MACHINE OPERATOR I)	ADA3-2-2011	3	16486	High School Graduate (prior to 2016) or Completion of Grade 10/Junior High School (starting 2016)	None Required	None Required	None Required (CSC MC No. 10, s. 2013-Cat III)	Not Applicable	General Services Division
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Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than February 12, 2026

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

*This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.
This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).*

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

LORELLI D. VILLAFLORES
 Supervising Administrative Officer
 3 Bldg., BSP Complex, Roxas Blvd., cor P. Ocampo St., M
 5322-4401 loc 6006/hr@ntrc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.