

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: 23-Jul-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	ATTORNEY IV	ATY4-2-2010	23	91306	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080	Leadership, Core, Organizational and Technical Skills	Legal Research and Communication Division
2	SUPERVISING TAX SPECIALIST	SVTXS-5-1998	22	81796	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	Special Research and Technical Services Branch
3	SENIOR TAX SPECIALIST	SRTXS-4-1998	18	53818	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

4	TAX SPECIALIST II	TXS2-11-1998	15	42178	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
5	TAX SPECIALIST II	TXS2-4-1998	15	42178	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
6	TAX SPECIALIST II	TXS2-7-1998	15	42178	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	Local Taxation Branch
7	STATISTICIAN II	STAT2-1-1998	15	42178	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
8	LEGAL ASSISTANT II	LEA2-9-2022	12	33947	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
9	CHIEF ADMINISTRATIVE OFFICER	CADOF-13-2011	24	102603	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
10	CHIEF ADMINISTRATIVE OFFICER	CADOF-7-2021	24	102603	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

11	ADMINISTRATIVE OFFICER II	ADOF2-11-2011	11	31705	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional / 2nd Level Eligibility	Core, Organizational and Technical Skills	Human Resource Management and Development 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 August 02, 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
 2nd C Bldg., BSP Complex, Roxas Blvd, Cor P. Ocampo St., I
 5322-4401 loc 6006/hr@ntrc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.