

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: 3-Sep-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 / Area of Specialization/ Residency Requirement (if applicable)	
1	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
2	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
3	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

4	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
5	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
6	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
7	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
8	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
9	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
10	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
11	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

12	FINANCIAL ANALYST II	FINA2-7-2021	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
13	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
14	FINANCIAL ANALYST II	FINA2-10-2021	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
15	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
16	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
17	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

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 September 13, 2025

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

C, Human Resource Management and Development Divisi

C Bldg., BSP Complex, Roxas Blvd. cor. P. Ocampo St., M

hr@ntrc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.