

Republic of the Philippines
NATIONAL TOBACCO ADMINISTRATION
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 TOBACCO ADMINISTRATION in the CSC website:

CSC - 2024 - President

ZENAIDA T. ARROJO

Department Manager III, Administrative Department

Date: NOVEMBER 14, 2024

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	Project Manager I	NTA-POP No. 28-1	JG-12 (SG-25)	80,003	Master's degree or Certificate in Leadership and Management from the Civil Service Commission	120 hours of supervisory/ management learning and development intervention	5 years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility		Project Management Office
2	Project Manager I	NTA-POP No. 28-2	JG-12 (SG-25)	80,003	Master's degree or Certificate in Leadership and Management from the Civil Service Commission	120 hours of supervisory/ management learning and development intervention	5 years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility		Project Management Office
3	Information Systems Analyst I	NTA-POP No. 27	JG-8B (SG-12)	29,417	Bachelor's degree relevant to the job	None Required	None Required	Caree Service (Professional) / Second Level Eligibility		Corporate Planning Department (NCR)
4	Tobacco Production and Regulation Officer III	NTA-POP No. 75	JG-10 (SG-15)	36,619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Caree Service (Professional) / Second Level Eligibility		Regulation Department (NCR)

5	Computer Operator II	NTA-POP No. 145	JG-7 (SG-9)	21,129	Completion of two years studies in college or high school graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First Level Eligibility		La Union Branch Office (Region I)
6	Driver II	NTA-POP No. 146	JG-5 (SG-4)	15,586	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96 - Cat. II)		La Union Branch Office (Region I)
7	Senior Tobacco Production and Regulation Officer	NTA-POP No. 191	JG-11 (SG-18)	46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Caree Service (Professional) / Second Level Eligibility		Cagayan Branch Office (Region II)
8	Human Resource Management Officer III	NTA-POP No. 214	JG-11 (SG-18)	46,725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Administrative Department (NCR)
9	Market Specialist IV	NTA-POP No. 66	JG-12 (SG-22)	80,003	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		Industrial Research Department (NCR)
10	Secretary I	NTA-POP No. 16	JG-5 (SG-7)	17,905	Completion of two years studies in college	None Required	None Required	Caree Service (Subprofessional) / First Level Eligibility		Corporate Planning Department (NCR)

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 November 24, 2024.

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:

ZENAIDA T. ARROJO

Department Manager III, Administrative Department
 11th Floor, The Upper Class Tower,
 Quezon Avenue, Quezon City
ntarecords@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.