

Republic of the Philippines  
**NATIONAL TOBACCO ADMINISTRATION**  
Request for Publication of Vacant Positions

DEC 22 2023

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 - TO Office of the President*  
*Zenaida T. Arrojo*  
ZENALDA T. ARROJO

Manager, Administrative Department

Date: December 22, 2023

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	Internal Auditor I	NTA-POP No. 6-1	JG-8	27,000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Internal Audit Department NCR
2	Secretary I	NTA-POP No. 16	JG-5	15,586	Completion of two years college studies	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		Corporate Planning Department NCR
3	Economist II	NTA-POP No. 21	JG-10	36,619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Corporate Planning Department NCR
4	Information Systems Analyst I	NTA-POP No. 27	JG-8	27,000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Corporate Planning Department NCR
5	Chief Science Research Specialist	NTA-POP No. 33	JG-12	80,003	Master's degree or Certificate in Leadership and Management from the Civil Service Commission	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility		Farm Technology and Services Department Region I

6	Chemist IV	NTA-POP No. 56	JG-12	80,003	Bachelor's degree in Chemistry	16 hours of relevant training	3 years of relevant experience	Relevant RA 1080	Industrial Research Department NCR
7	Chemist III	NTA-POP No. 62	JG-11	46,725	Bachelor's degree in Chemistry	8 hours of relevant training	2 years of relevant experience	Relevant RA 1080	Industrial Research Department NCR
8	Administrative Officer V	NTA-POP No. 86	JG-11	46,725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Ilocos Norte Branch Office Region I
9	Supervising Tobacco Production and Regulation Officer	NTA-POP No. 92	JG-12	80,003	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Ilocos Sur - Candon Branch Office Region I
10	Senior Tobacco Production and Regulation Officer	NTA-POP No. 93	JG-11	46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Ilocos Norte Branch Office Region I
11	Chief Agriculturist	NTA-POP No. 105	JG-12	80,003	Master's degree or Certificate in Leadership and Management from the Civil Service Commission	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Relevant RA 1080	Candon Branch Office Region I
12	Agriculturist II	NTA-POP No. 108-2	JG-10	36,619	Bachelor's degree in Agriculture and other allied courses such as Agricultural Engineering , Fisheries Technology and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	Candon Branch Office Region I
13	Administrative Officer V	NTA-POP No. 114	JG-11	46,725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Ilocos Sur - Vigan Branch Office Region I
14	Supervising Tobacco Production and Regulation Officer	NTA-POP No. 120	JG-12	80,003	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Ilocos Sur - Vigan Branch Office Region I

15	Tobacco Production and Regulation Officer I	NTA-POP No. 125-8	JG-8	27,000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Vigan Branch Office Region I
16	Accountant II	NTA-POP No. 129	JG-10	36,619	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	Bangued - Abra Branch Office CAR
17	Chief Agriculturist	NTA-POP No. 133	JG-12	80,003	Master's degree or Certificate in Leadership and Management from the Civil Service Commission	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Relevant RA 1080	Bangued - Abra Branch Office CAR
18	Tobacco Production and Regulation Officer I	NTA-POP No. 154-13	JG-8	27,000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	La Union Branch Office Region I
19	Tobacco Production and Regulation Officer I	NTA-POP No. 154-14	JG-8	27,000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	La Union Branch Office Region I
20	Chief Agriculturist	NTA-POP No. 162	JG-12	80,003	Master's degree or Certificate in Leadership and Management from the Civil Service Commission	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Relevant RA 1080	Pangasinan Branch Office Region I
21	Tobacco Production and Regulation Officer I	NTA-POP No. 168-7	JG-8	27,000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Pangasinan Branch Office Region II
22	Accountant III	NTA-POP No. 172	JG-11	46,725	Bachelor's degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	Relevant RA 1080	Isabela Branch Office Region II
23	Senior Tobacco Production and Regulation Officer	NTA-POP No. 178	JG-11	46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Isabela Branch Office Region II

24	Supervising Tobacco Production and Regulation Officer	NTA-POP No. 190	JG-12	80,003	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Cagayan Branch Office Region II
25	Tobacco Production and Regulation Officer I	NTA-POP No. 193-1	JG-8	27,000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Cagayan Branch Office Region II
26	Records Officer II	NTA-POP No. 216	JG-9	31,320	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Administrative 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 January 6, 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](http://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.

*\*Note: Pursuant to GCG issuance on Compensation and Position Classification System (CPCS) Implementing Guidelines No. 2021-01 with the Subject Implementing Guidelines of Executive Order No. 150, s. 2021.*

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**ZENAIDA T. ARROJO**

Manager, Administrative Department

11th Floor, The UpperClass Tower, Quezon Ave., Quezon City

[ntarecords@yahoo.com.ph](mailto:ntarecords@yahoo.com.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**