

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

*Date of Publication*  
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Human Resource Specialist  
Electronic copy to be submitted to the CSC FO  
must be in MS Excel format  
**23 APR 2025**

To: CIVIL SERVICE COMMISSION (CSC)

CSC – FO Office of the President

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:

ZENA/DA - ARROJO

Manager, Administrative Department

Date: April 23, 2025

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	Senior Tobacco Production and Regulation Officer	135	JG-11A	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Abra Branch Office CAR
2	Senior Tobacco Production and Regulation Officer	164-2	JG-11A	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Pangasinan Branch Office Region I
3	Senior Tobacco Production and Regulation Officer	80	JG-11A	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Regulation Department NCR
4	Supervising Science Research Specialist	55	JG-12A	80,003.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		Industrial Research Department - Batac Region I

5	Chief Science Research Specialist	48	JG-12B	91,937.00	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		Industrial Research Department - Batac Region I
6	Supervising Cashier	206	JG-11A	46,725.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Finance 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 May 3, 2025.

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.

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

**ZENAIDA T. ARROJO**

Manager, Administrative Department

11th Floor The Upper Class Tower, Quezon  
Avenue corner Scout Reyes, Brgy.  
Paligsahan Quezon City  
[ntarecords@yahoo.com.ph](mailto:ntarecords@yahoo.com.ph)

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