

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

14 MAY 2025

GLADYS GRACE B. RIVERA  
Human Resource Specialist I

CSC – FO Office of the President

ZENAIDA T. ARROJO

Manager, Administrative Department

Date: MAY 14, 2025

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:

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	Department Manager III	169	JG-14	131,124.00	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		Isabela Branch Office Region II

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 24, 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 Ave., corner Scout Reyes, Brgy. Paligsahan, Quezon City  
[ntarecords@yahoo.com.ph](mailto:ntarecords@yahoo.com.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.