

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

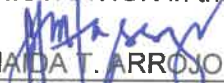
Date of Publication  
GLADYS GRACE S. RIVERA  
Human Resource Specialist  
**20 MAY 2025**

Electronic copy to be submitted to the CSC FO must  
be in MS Excel format

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 – FO Office of the President

  
ZENAIDA T. ARROJO

Manager, Administrative Department

Date: MAY 20, 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	Chief Tobacco Production and Regulation Officer	38	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		Farm Technology and Services Department Region I

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 30, 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.