



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL TOBACCO ADMINISTRATION

Scout Reyes Street, corner Panay Avenue, Quezon City
Tel. No. (02) 374-3487 Fax No. (02) 374-2505



List of Vacant Positions for Publication
Pursuant to RA 7041

Region : National Capital Region
Agency : National Tobacco Administration
Position : **Board Secretary V**
Place of Assignment : Office of the Governing Board
Salary Grade : SG 24
Item No. : NTA - POP - CY 2017 # 1
Qualification Standard : Bachelor's degree; 4 yrs. of progressively responsible experience which have demonstrated proficiency in the application of knowledge and skills important in board secretarial work including knowledge of all aspects of the agency operations and functions or other related work; 24 hrs. relevant training; Relevant Eligibility for Second Level Position.

Region : National Capital Region
Agency : National Tobacco Administration
Position : **Attorney V**
Place of Assignment : Office of the Administrator
Salary Grade : SG 25
Item No. : NTA - POP - CY 2017 # 9
Qualification Standard : Bachelor of Laws; 3 yrs. of experience; 16 hrs. of relevant training; Republic Act 1080.

Region : National Capital Region
Agency : National Tobacco Administration
Position : **Information System Analyst I**
Place of Assignment : Corporate Planning Department
Salary Grade : SG 12
Item No. : NTA - POP - CY 2017 # 27
Qualification Standard : Bachelor's degree relevant to the job; Relevant Second Level Eligibility; Experience / Training none required.

Region : Region I
Agency : National Tobacco Administration
Position : **Department Manager III**
Place of Assignment : Farm Technology & Services Department
Salary Grade : SG 26
Item No. : NTA - POP - CY 2017 # 31
Qualification Standard : Master's Degree; 5 yrs. of Supervisory Experience; 120 hrs. of Training in Management & Supervision; Appropriate Eligibility for 2nd Level position / Republic Act 1080.

Region : National Capital Region
Agency : National Tobacco Administration
Position : **Supervising Science Research Specialist**
Place of Assignment : Industrial Research Department
Salary Grade : SG 22
Item No. : NTA - POP - CY 2017 # 55
Qualification Standard : Bachelor's degree relevant to the job; 4 yrs. in position involving management / supervision; 32 hrs. of training on management / supervision; Relevant Second Level Eligibility.

Region : National Capital Region
Agency : National Tobacco Administration
Position : **Chemist IV**
Place of Assignment : Industrial Research Department
Salary Grade : SG 22
Item No. : NTA - POP - CY 2017 # 56
Qualification Standard : Bachelor's degree in Chemistry; 3 yrs. of relevant experience; 16 hrs. of relevant training; Republic Act 1080.

Region : National Capital Region
Agency : National Tobacco Administration
Position : **Supervising Tobacco Production & Regulation Officer**
Place of Assignment : Regulation Department
Salary Grade : SG 22
Item No. : NTA - POP - CY 2017 # 73
Qualification Standard : Bachelor's degree relevant to the job; 4 yrs. of relevant experience; 32 hrs. of relevant training; Relevant Eligibility for Second Level Position.

Region : National Capital Region
Agency : National Tobacco Administration
Position : **Senior Tobacco Production & Regulation Officer**
Place of Assignment : Regulation Department
Salary Grade : SG 18
Item No. : NTA - POP - CY 2017 # 74
Qualification Standard : Bachelor's degree relevant to the job; 3 yrs. of relevant experience; 32 hrs. of relevant training; Relevant Eligibility for Second Level Position.

Region : National Capital Region
Agency : National Tobacco Administration
Position : **Tobacco Production & Regulation Officer III**
Place of Assignment : Regulation Department
Salary Grade : SG 15
Item No. : NTA - POP - CY 2017 # 75
Qualification Standard : Bachelor's degree relevant to the job; 1 yr. of relevant experience; 4 hrs. of relevant training; Relevant Eligibility for Second Level Position.

Region : National Capital Region
Agency : National Tobacco Administration
Position : **Accountant IV**
Place of Assignment : Finance Department
Salary Grade : SG 22
Item No. : NTA - POP - CY 2017 # 199
Qualification Standard : Bachelor's degree in Commerce / Business Administration
Major in Accounting; 3 yrs. of relevant experience; 16 hrs. of
relevant training; Republic Act 1080.

Region : National Capital Region
Agency : National Tobacco Administration
Position : **Supervising Cashier**
Place of Assignment : Finance Department
Salary Grade : SG 18
Item No. : NTA - POP - CY 2017 # 206
Qualification Standard : Bachelor's Degree; 2 yrs. of relevant experience; 8 hrs. of
relevant training; Relevant Second Level Eligibility.

Region : National Capital Region
Agency : National Tobacco Administration
Position : **Budget Officer II**
Place of Assignment : Finance Department
Salary Grade : SG 15
Item No. : NTA - POP - CY 2017 # 207
Qualification Standard : Bachelor's Degree; 1 yr. of relevant experience; 4 hrs. of
relevant training; Relevant Second Level Eligibility.

Submit your application to the Administrative Department, 3rd Floor, NTA Bldg., Panay Ave., cor. Scout Reyes Street, Quezon City. Deadline for submission of Application for Employment is on March 22, 2017.