



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 : **Project Manager I**
Place of Assignment : Project Management Office
Salary Grade : SG 25
Item No. : NTA - POP - CY 2017 # 28-2
Qualification Standard : Master's Degree or Certificate in Leadership and Development from the CSC; 5 yrs. of Supervisory / Management Experience; 120 hrs. of Supervisory / Management Learning and Development intervention undertaken within the last 5 yrs.; Career Service Professional Second Level Eligibility; plus minimum Required Proficiency Level pursuant to MC 05, s. 2016.

Region : Region I & Region 2
Agency : National Tobacco Administration
Position : **Secretary I**
Place of Assignment : Farm Technology & Services Department; Industrial Research Department; Pangasinan Branch Office; Isabela Branch Office
Salary Grade : SG 7
Item No. : NTA - POP - CY 2017 # 32; 47; 156; 170
Qualification Standard : Completion of 2 yrs. College Studies; One year experience in general office work; Relevant Eligibility for First Level Position.

Region : Region I
Agency : National Tobacco Administration
Position : **Chief Science Research Specialist**
Place of Assignment : Farm Technology & Services Department
Salary Grade : SG 24
Item No. : NTA - POP - CY 2017 # 219
Qualification Standard : Master's Degree or Certificate in Leadership and Development from the CSC; 4 yrs. of Supervisory / Management Experience; 40 hrs. of Supervisory / Management Learning and Development intervention undertaken within the last 5 yrs.; Career Service Professional Second Level Eligibility; plus minimum Required Proficiency Level pursuant to MC 05, s. 2016.

Region : Region I
Agency : National Tobacco Administration
Position : **Project Development Officer I**
Place of Assignment : Farm Technology & Services Department
Salary Grade : SG 11
Item No. : NTA - POP - CY 2017 # 42
Qualification Standard : Bachelor's Degree Relevant to the job; Experience / Training none required; Relevant Second Level Eligibility.

Region : Region I
Agency : National Tobacco Administration
Position : **Science Research Specialist II**
Place of Assignment : Farm Technology & Services Department
Salary Grade : SG 16
Item No. : NTA - POP - CY 2017 # 44-2
Qualification Standard : Bachelor's Degree relevant to the job; 2 yrs. of Experience; 8 hrs. of Relevant Training; Relevant Eligibility for Second Level Position.

Region : National Capitol Region
Agency : National Tobacco Administration
Position : **Science Research Analyst**
Place of Assignment : Industrial Research Department
Salary Grade : SG 11
Item No. : NTA - POP - CY 2017 # 53
Qualification Standard : Bachelor's Degree; Experience / Training none required; Relevant Second Level Eligibility.

Region : Region I
Agency : National Tobacco Administration
Position : **Agriculturist II**
Place of Assignment : Ilocos Norte - Batac Branch Office
Salary Grade : SG 15
Item No. : NTA - POP - CY 2017 # 94
Qualification Standard : Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology & Veterinary Medicine; 1 yr. of Relevant Experience; 4 hrs. of Relevant Training; Relevant Republic Act 1080 Eligibility (Agriculturist).

Region : Region I & Region 2
Agency : National Tobacco Administration
Position : **Agriculturist I**
Place of Assignment : Ilocos Norte-Batac Branch Office; Ilocos Sur-Candon Branch Office; La Union Branch Office; Isabela Branch Office.
Salary Grade : SG 11
Item No. : NTA - POP - CY 2017 # 96-1; 110-1; 153-1; 181-2
Qualification Standard : Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology & Veterinary Medicine; Experience & Training none required; Relevant Republic Act 1080 Eligibility (Agriculturist).

Region : Region I & Region 2
Agency : National Tobacco Administration
Position : **Tobacco Production & Regulation Officer I**
Place of Assignment : Ilocos Norte-Batac Branch Office; Ilocos Sur-Candon Branch Office; Ilocos Sur-Vigan Branch Office; La Union Branch Office; Isabela Branch Office
Salary Grade : SG 11
Item No. : NTA - POP - CY 2017 # 97-2; 97-5; 97-8; 111-2; 111-19; 111-23; 111-25; 125-11; 154-6; 182-2; 189-9
Qualification Standard : Bachelor's Degree Relevant to the job; Experience & Training none required; Career Service Professional; Relevant Eligibility for Second Level Position

Region : Region I & CAR
Agency : National Tobacco Administration
Position : **Chief Agriculturist**
Place of Assignment : Ilocos Norte-Batac Branch Office; Ilocos Sur-Candon Branch Office; Bangued-Abra Branch Office
Salary Grade : SG 24
Item No. : NTA - POP - CY 2017 # 91; 105; 133
Qualification Standard : Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology & Veterinary Medicine; 4 yrs. of Relevant Experience; 24 hrs. of Relevant Training; Relevant Republic Act 1080 Eligibility (Agriculturist).

Region : Region I & CAR
Agency : National Tobacco Administration
Position : **Tobacco Production & Regulation Officer III**
Place of Assignment : Ilocos Sur-Candon Branch Office; Bangued-Abra Branch Office
Salary Grade : SG 15
Item No. : NTA - POP - CY 2017 # 109-1; 137
Qualification Standard : Bachelor's degree relevant to the job; 1 yr. of Relevant Experience; 4 hrs. of Relevant Training / Technical / Administrative Proficiency / Skills Development; Career Service Professional; Relevant Eligibility for Second Level Position.

Region : Region I
Agency : National Tobacco Administration
Position : **Cashier II**
Place of Assignment : Ilocos Sur-Vigan Branch Office
Salary Grade : SG 14
Item No. : NTA - POP - CY 2017 # 116
Qualification Standard : Bachelor's Degree in Commerce or Business Administration; or Bachelor's Degree including or supplemented by 12 units in Accounting; 1 yr. of experience in Direct Handling and / or Safekeeping of cash items; Relevant Eligibility for Second Level Position.

Region : Region I
Agency : National Tobacco Administration
Position : **Administrative Officer III**
Place of Assignment : Bangued-Abra Branch Office; La Union Branch Office
Salary Grade : SG 18
Item No. : NTA - POP - CY 2017 # 128; 142
Qualification Standard : Bachelor's Degree Relevant to the job; 2 yrs. of Relevant Experience; 4 hrs. of Relevant Training; Relevant Second Level Eligibility.

Region : Region I
Agency : National Tobacco Administration
Position : **Computer Operator II**
Place of Assignment : La Union Branch Office; Cagayan Branch Office
Salary Grade : SG 9
Item No. : NTA - POP - CY 2017 # 145; 187
Qualification Standard : Completion of 2 yrs. studies in College or High School graduate with Relevant Vocational Trade Course; 4 hrs. of Relevant Training; 1 yr. of Relevant Experience; Career Service Sub-Professional / Data Encoder.

Region : Region III
Agency : National Tobacco Administration
Position : **Supervising Tobacco Production & Regulation Officer**
Place of Assignment : Cagayan Branch Office
Salary Grade : SG 22
Item No. : NTA - POP - CY 2017 # 190
Qualification Standard : Bachelor's Degree relevant to the job; 4 yrs. of Relevant Experience; 32 hrs. of Relevant Training; Eligibility for Second Level Position.

Region : National Capital Region
Agency : National Tobacco Administration
Position : **Human Resource Management Officer IV**
Place of Assignment : Administrative Department
Salary Grade : SG 22
Item No. : NTA - POP - CY 2017 # 213
Qualification Standard : Bachelor's Degree Relevant to the job; 3 yrs. of Relevant Experience; 16 hrs. of Relevant Training; Relevant Second Level Eligibility.

Region : National Capital Region
Agency : National Tobacco Administration
Position : **Audio-Visual Technician II**
Place of Assignment : Administrative Department
Salary Grade : SG 8
Item No. : NTA - POP - CY 2017 # 218
Qualification Standard : High School Graduate or Completion of Relevant Vocational Trade Course; 1 yr. of Relevant Experience; 4 hrs. of Relevant Training; Equipment Technician.

Region : National Capital Region
Agency : National Tobacco Administration
Position : **Supply Officer V**
Place of Assignment : Administrative Department
Salary Grade : SG 24
Item No. : NTA - POP - CY 2017 # 219
Qualification Standard : Master's Degree or Certificate in Leadership and Development from the CSC; 4 yrs. of Supervisory / Management Experience; 40 hrs. of Supervisory / Management Learning and Development intervention undertaken within the last 5 yrs.; Career Service Professional Second Level Eligibility; plus minimum Required Proficiency Level pursuant to MC 05, s. 2016.

Region : National Capital Region
Agency : National Tobacco Administration
Position : **Supply Officer IV**
Place of Assignment : Administrative Department
Salary Grade : SG 22
Item No. : NTA - POP - CY 2017 # 220
Qualification Standard : Bachelor's Degree Relevant to the job; 3 yrs. of Relevant Experience; 16 hrs. of Relevant Training; Relevant Second Level Eligibility.

Region : National Capital Region
Agency : National Tobacco Administration
Position : **Driver II**
Place of Assignment : Administrative Department
Salary Grade : SG 4
Item No. : NTA - POP - CY 2017 # 223-4
Qualification Standard : Elementary School Graduate; Experience / Training none required; Driver's License (MC II S. 96 - Category II).

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 April 17, 2017