

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

Date of Publication

OCT 27 2020

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

PERLA C. MANZON
HRMO

Date:

October 27, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Board Secretary V	NTA-POP CY 2020 No. 1	24	83406	Bachelor's degree	24 hours of relevant training	4 years of relevant experience	Career Service (Professional) Second Level Eligibility		Office of the Governing Board NCR
2	Attorney V	NTA-POP CY 2020 No. 9	25	95083	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA1080		Office of the Administrator NCR
3	Project Manager I	NTA-POP CY 2020 No. 28-2	25	95083	Master's degree or Certificate in Leadership and Management from the CSC	120 hrs. of supervisory/management learning and development intervention undertaken within the last 5 years	5 yrs. of supervisory/management experience	Career Service (Professional) Second Level Eligibility		Project Mangement Office NCR
4	Chief Tobacco Production & Regulation Officer	NTA-POP CY 2020 No. 38	24	83406	Masteral Degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility		Farm Technology & Services Department Region I
5	Science Research Specialist II	NTA-POP CY 2020 No. 63	16	33584	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Industrial Research Department NCR
6	Cashier II	NTA-POP CY 2020 No. 88	14	27755	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Ilocos Norte Batac Branch Office Region I
7	Supervising Tobacco Production & Regulation Officer	NTA-POP CY 2020 No. 92	22	65319	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		Ilocos Norte Batac Branch Office Region I
8	Senior Tobacco Production & Regulation Officer	NTA-POP CY 2020 No. 93	18	40637	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Ilocos Norte Batac Branch Office Region I
9	Tobacco Production & Regulation Officer III	NTA-POP CY 2020 No. 95-1	15	30531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Ilocos Norte Batac Branch Office Region I
10	Agriculturist I	NTA-POP CY 2020 No. 96-1	11	20754	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	Relevant RA 1080		Ilocos Norte Batac Branch Office Region I
11	Cashier III	NTA-POP CY 2020 No. 102	18	40637	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Ilocos Sur Candon Branch Office Region I
12	Chief Agriculturist	NTA-POP CY 2020 No. 105	24	83406	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	24 hours of relevant training	4 years of relevant experience	Relevant RA 1080		Ilocos Sur Candon Branch Office Region I

13	Agriculturist I	NTA-POP CY 2020 No. 110-6	11	20754	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	Relevant RA 1080	Ilocos Sur Candon Branch Office Region I
14	Tobacco Production & Regulation Officer I	NTA-POP CY 2020 No. 111-4	11	20754	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Ilocos Sur Candon Branch Office Region I
15	Computer Operator II	NTA-POP CY 2020 No. 117	9	17975	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First Level Eligibility	Ilocos Sur Vigan Branch Office Region I
16	Chief Agriculturist	NTA-POP CY 2020 No. 119	24	83406	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	24 hours of relevant training	4 years of relevant experience	Relevant RA 1080	Ilocos Sur Vigan Branch Office Region I
17	Tobacco Production & Regulation Officer I	NTA-POP CY 2020 No. 125-9	11	20754	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Ilocos Sur Vigan Branch Office Region I
18	Secretary I	NTA-POP CY 2020 No. 141	7	15738	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	La Union Branch Office Region I
19	Computer Operator II	NTA-POP CY 2020 No. 145	9	17975	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First Level Eligibility	La Union Branch Office Region I
20	Tobacco Production & Regulation Officer III	NTA-POP CY 2020 No. 152-1	15	30531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	La Union Branch Office Region I
21	Agriculturist I	NTA-POP CY 2020 No. 153-4	11	20754	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	Relevant RA 1080	La Union Branch Office Region I
22	Tobacco Production & Regulation Officer I	NTA-POP CY 2020 No. 168-5	11	20754	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Pangasinan Branch Office Region I
23	Cashier III	NTA-POP CY 2020 No. 173	18	40637	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Isabela Branch Office Region II
24	Driver II	NTA-POP CY 2020 No. 175	4	13214	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s.96 - Cat. II)	Isabela Branch Office Region II
25	Cashier II	NTA-POP CY 2020 No. 186	14	27755	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Cagayan Branch Office Region II
26	Budget Officer IV	NTA-POP CY 2020 No. 205	22	65319	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Finance Department NCR

OCT 27 2020

27	Budget Officer II	NTA-POP CY 2020 No. 207	15	30531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Finance Department NCR
28	Driver II	NTA-POP CY 2020 No. 223-2	4	13214	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s.96 - Cat. II)		Administrative Department NCR
29	Reproduction Machine Operator II	NTA-POP CY 2020 No. 224	4	13214	Elementary School Graduate	None Required	None Required	None required (MC 11, s.96 - Cat. III)		Administrative 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 **November 10, 2020**.

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;
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:

PERLA C. MANZON
 Human Resource Management Officer V
 3rd & 4th Floor, 1184 Ben-Lor Building Quezon Ave. Quezon City
perla_manzon@yahoo.com / ntarecords@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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