

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

14 JUN 2024

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: June 14, 2024

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	Science Research Specialist II	NTA-POP No. 36-1	JG-10B (SG-16)	42,182	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Farm Technology and Services Department Region I
2	Computer Operator II	NTA-POP No. 37	JG-7 (SG-9)	21,129	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 (Sub-Professional) First Level Eligibility (MC 1, s. 96 - Cat. 1)		Farm Technology and Services Department Region I
3	Chief Tobacco Production and Regulation Officer	NTA-POP No. 38	JG-12B (SG-24)	91,937	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
4	Tobacco Production and Regulation Officer III	NTA-POP No. 41.	JG-10 (SG-15)	36,619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Farm Technology and Services Department Region I
5	Science Research Specialist I	NTA-POP No. 64	JG-9 (SG-13)	31,320	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Industrial Research Department NCR

6	Market Specialist IV	NTA-POP No. 66	JG-12 (SG-22)	80,003	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Industrial Research Department NCR
7	Senior Tobacco Production and Regulation Officer	NTA-POP No. 74	JG-11 (SG-18)	46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Regulation Department NCR
8	Supervising Tobacco Production and Regulation Officer	NTA-POP No. 92	JG-12 (SG-22)	80,003	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 Branch Office Region I
9	Senior Tobacco Production and Regulation Officer	NTA-POP No. 93	JG-11 (SG-18)	46,725	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 Branch Office Region I
10	Agriculturist II	NTA-POP No. 108-1	JG-10 (SG-15)	36,619	Bachelor's degree in Agriculture and other allied courses such as Agricultural Engineering , Fisheries Technology and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	Ilocos Sur - Candon Branch Office Region I
11	Agriculturist I	NTA-POP No. 110-5	JG-8 (SG-11)	27,000	Bachelor's degree in Agriculture and 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
12	Secretary I	NTA-POP No. 113	JG-5B (SG-7)	17,905	Completion of two years studies in college	None Required	None Required	Career Service (Sub Professional) First Level Eligibility	Ilocos Sur - Vigan Branch Office Region I
13	Senior Tobacco Production and Regulation Officer	NTA-POP No. 121	JG-11 (SG-18)	46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Ilocos Sur - Vigan Branch Office Region I

14	Tobacco Production and Regulation Officer I	NTA-POP No. 125-8	JG-8 (SG-11)	27,000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Ilocos Sur - Vigan Branch Office Region I
15	Accountant II	NTA-POP No. 129	JG-10B (SG-16)	42,182	Bachelor's degree in Commerce / Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	Bangued-Abra Branch Office CAR
16	Agriculturist I	NTA-POP No. 138-1	JG-8 (SG-11)	27,000	Bachelor's degree in Agriculture and other allied courses such as Agricultural Engineering , Fisheries Technology and Veterinary Medicine	None Required	None Required	Relevant RA 1080	Bangued-Abra Branch Office CAR
17	Tobacco Production and Regulation Officer I	NTA-POP No. 154-1	JG-8 (SG-11)	27,000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	La Union Branch Office Region I
18	Tobacco Production and Regulation Officer I	NTA-POP No. 154-2	JG-8 (SG-11)	27,000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	La Union Branch Office Region I
19	Tobacco Production and Regulation Officer III	NTA-POP No. 166-1	JG-10 (SG-15)	36,619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Pangasinan Branch Office Region I
20	Agriculturist I	NTA-POP No. 167-1	JG-8 (SG-11)	27,000	Bachelor's degree in Agriculture and other allied courses such as Agricultural Engineering , Fisheries Technology and Veterinary Medicine	None Required	None Required	Relevant RA 1080	Pangasinan Branch Office Region I

21	Tobacco Production and Regulation Officer I	NTA-POP No. 168-8	JG-8 (SG-11)	27,000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Pangasinan Branch Office Region I
22	Tobacco Production and Regulation Officer I	NTA-POP No. 182-3	JG-8 (SG-11)	27,000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Isabela Branch Office Region II
23	Human Resource Management Officer IV	NTA-POP No. 213	JG-12 (SG-22)	80,003	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	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 June 29, 2024

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.

**Note: Pursuant to GCG issuance on Compensation and Position Classification System (CPCS) Implementing Guidelines No. 2021-01 with the Subject Implementing Guidelines of Executive Order No. 150, s. 2021.*

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ZENAIDA T. ARROJO

Manager, Administrative Department

11th Floor, The UpperClass Tower, Quezon Ave., Quezon City

ntarecords@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.