

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

Date of Publication  
Electronic copy to be submitted to the CSC FO must be in MS Excel format  
CLAYSON B. RIVERA

05 JUN 2024

To: CIVIL SERVICE COMMISSION (CSC)

CSC – FO Office of the President

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:

ZENaida T. ARROJO

Manager, Administrative Department

Date: June 5, 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	Department Manager III	NTA-POP No. 31	JG-14 (SG-26)	131,124	Master's Degree or Certificate in Leadership and Management from the Civil Service Commission	120 hours of supervisory/ management learning and development intervention	5 years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility		Farm Technology and Services Department Region I
2	Department Manager III	NTA-POP No. 196	JG-14 (SG-26)	131,124	Master's Degree or Certificate in Leadership and Management from the Civil Service Commission	120 hours of supervisory/ management learning and development intervention	5 years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility		Finance 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 15, 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](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.

\*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](mailto:ntarecords@yahoo.com.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

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**NATIONAL TOBACCO ADMINISTRATION**  
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GLADYS GRACE B. RIVERA  
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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Tobacco Production and Regulation Officer I	NTA-POP No. 97-10	JG-8 (SG-11)	27,000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Ilocos Norte Branch Office Region I
2	Agriculturist I	NTA-POP No. 124-1	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		Ilocos Sur Vigan Branch Office Region I
3	Tobacco Production and Regulation Officer I	NTA-POP No. 125-6	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
4	Secretary I	NTA-POP No. 170	JG-5 (SG-7)	17,905	Completion of two years college studies	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		Isabela Branch Office Region II

5	Tobacco Production and Regulation Officer III	NTA-POP No. 180-1	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	Isabela Branch Office Region II
6	Tobacco Production and Regulation Officer III	NTA-POP No. 180-2	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	Isabela Branch Office Region II

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