

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

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Date of Publication
MANUEL DV. CASTILLO JR.
Senior Human Resource Specialist
31 MAR 2025

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: March 31, 2025

| 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 | Senior Tobacco Production and Regulation Officer | 135 | JG-11A | 46,725.00 | Bachelor's Degree relevant to the job | 8 hours of relevant training | 2 hours of relevant experience | Career Service (Professional) Second Level Eligibility | | Abra Branch Office CAR |
| 2 | Accountant II | 129 | JG-10B | 42,182.00 | Bachelor's degree in Commerce/Business Administration major in Accounting | 4 hours of relevant training | 1 year of relevant experience | RA 1080 | | Abra Branch Office CAR |
| 3 | Agriculturist I | 138-1 | JG-8A | 27,000.00 | 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 | | Abra Branch Office CAR |

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|----|---|-------|--------|-----------|---|-------------------------------|--------------------------------|--|--|-------------------------------------|
| 4 | Tobacco Production and Regulation Officer III | 95-1 | JG-10A | 36,619.00 | 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 Branch Office Region I |
| 5 | Tobacco Production and Regulation Officer III | 95-2 | JG-10A | 36,619.00 | 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 Branch Office Region I |
| 6 | Tobacco Production and Regulation Officer I | 97-2 | JG-8A | 27,000.00 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service (Professional) Second Level Eligibility | | Ilocos Norte Branch Office Region I |
| 7 | Tobacco Production and Regulation Officer I | 97-5 | JG-8A | 27,000.00 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service (Professional) Second Level Eligibility | | Ilocos Norte Branch Office Region I |
| 8 | Accountant II | 185 | JG-10B | 42,182.00 | Bachelor's degree in Commerce/Business Administration major in Accounting | 4 hours of relevant training | 1 year of relevant experience | RA 1080 | | Cagayan Branch Office Region II |
| 9 | Supervising Tobacco Production and Regulation Officer | 106 | JG-12A | 80,003.00 | Bachelor's Degree relevant to the job | 16 hours of relevant training | 3 years of relevant experience | Career Service (Professional) Second Level Eligibility | | Candon Branch Office Region I |
| 10 | Agriculturist I | 110-5 | JG-8A | 27,000.00 | 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 | | Candon Branch Office Region I |

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|----|---|--------|--------|-----------|---------------------------------------|-------------------------------|-------------------------------|--|--|--|
| 11 | Tobacco Production and Regulation Officer I | 111-1 | JG-8A | 27,000.00 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service (Professional) Second Level Eligibility | | Candon Branch Office Region I |
| 12 | Tobacco Production and Regulation Officer I | 111-10 | JG-8A | 27,000.00 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service (Professional) Second Level Eligibility | | Candon Branch Office Region I |
| 13 | Tobacco Production and Regulation Officer I | 111-17 | JG-8A | 27,000.00 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service (Professional) Second Level Eligibility | | Candon Branch Office Region I |
| 14 | Economist II | 21 | JG-10A | 36,619.00 | Bachelor's Degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional) Second Level Eligibility | | Corporate Planning Department NCR |
| 15 | Supervising Science Research Specialist | 34 | JG-12A | 80,003.00 | Bachelor's Degree relevant to the job | 16 hours of relevant training | 3 years relevant experience | Career Service (Professional) Second Level Eligibility | | Farm Technology and Services Department Region I |
| 16 | Budget Officer IV | 205 | JG-12A | 80,003.00 | Bachelor's Degree relevant to the job | 16 hours of relevant training | 3 years relevant experience | Career Service (Professional) Second Level Eligibility | | Finance Department NCR |
| 17 | Supervising Tobacco Production and Regulation Officer | 177 | JG-12A | 80,003.00 | Bachelor's Degree relevant to the job | 16 hours of relevant training | 3 years relevant experience | Career Service (Professional) Second Level Eligibility | | Isabela Branch Office Region II |

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|----|---|-------|--------|-----------|---|---|---|--|--|------------------------------------|
| 18 | Agriculturist II | 179 | JG-10A | 36,619.00 | 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 | | Isabela Branch Office Region II |
| 19 | Agriculturist I | 181-3 | JG-8A | 27,000.00 | 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 | | Isabela Branch Office Region II |
| 20 | Tobacco Production and Regulation Officer I | 182-2 | JG-8A | 27,000.00 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service (Professional) Second Level Eligibility | | Isabela Branch Office Region II |
| 21 | Market Specialist V | 65 | JG-12B | 91,937.00 | Master's Degree or Certificate of 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 | | Industrial Research Department NCR |
| 22 | Internal Auditor I | 6-1 | JG-8A | 27,000.00 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service (Professional) Second Level Eligibility | | Internal Audit Department NCR |
| 23 | Tobacco Production and Regulation Officer I | 154-1 | JG-8A | 27,000.00 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service (Professional) Second Level Eligibility | | La Union Branch Office Region I |

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|----|--|-------|--------|-----------|---|------------------------------|--------------------------------|--|--|-----------------------------------|
| 24 | Tobacco Production and Regulation Officer I | 154-2 | JG-8A | 27,000.00 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service (Professional) Second Level Eligibility | | La Union Branch Office Region I |
| 25 | Tobacco Production and Regulation Officer I | 154-5 | JG-8A | 27,000.00 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service (Professional) Second Level Eligibility | | La Union Branch Office Region I |
| 26 | Tobacco Production and Regulation Officer I | 154-9 | JG-8A | 27,000.00 | Bachelors Degree relevant to the job | None Required | None Required | Career Service (Professional) Second Level Eligibility | | La Union Branch Office Region I |
| 27 | Senior Tobacco Production and Regulation Officer | 164-2 | JG-11A | 46,725.00 | Bachelor's Degree relevant to the job | 8 hours of relevant training | 2 hours of relevant experience | Career Service (Professional) Second Level Eligibility | | Pangasinan Branch Office Region I |
| 28 | Agriculturist I | 167-1 | JG-8A | 27,000.00 | 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 |
| 29 | Agriculturist I | 167-2 | JG-8A | 27,000.00 | 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 |

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|----|--|--------|--------|-----------|---------------------------------------|-------------------------------|--------------------------------|---|--|-----------------------------------|
| 30 | Tobacco Production and Regulation Officer I | 168-8 | JG-8A | 27,000.00 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service (Professional) Second Level Eligibility | | Pangasinan Branch Office Region I |
| 31 | Senior Tobacco Production and Regulation Officer | 80 | JG-11A | 46,725.00 | Bachelor's Degree relevant to the job | 8 hours of relevant training | 2 hours of relevant experience | Career Service (Professional) Second Level Eligibility | | Regulation Department NCR |
| 32 | Tobacco Production and Regulation Officer III | 123-1 | JG-10A | 36,619.00 | Bachelor's Degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional) Second Level Eligibility | | Vigan Branch Office Region I |
| 33 | Tobacco Production and Regulation Officer I | 125-4 | JG-8A | 27,000.00 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service (Professional) Second Level Eligibility | | Vigan Branch Office Region I |
| 34 | Tobacco Production and Regulation Officer I | 125-11 | JG-8A | 27,000.00 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service (Professional) Second Level Eligibility | | Vigan Branch Office Region I |
| 35 | Secretary I | 113 | JG-5B | 17,905.00 | Completion of 2 years college studies | None Required | None Required | Career Service (Sub-Professional) First Level Eligibility | | Vigan Branch Office Region I |
| 36 | Supervising Cashier | 206 | JG-11A | 46,725.00 | 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 |

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|----|-------------|----|-------|-----------|---------------------------------------|---------------|---------------|---|--|-----------------------------------|
| 37 | Secretary I | 16 | JG-5B | 17,905.00 | Completion of 2 years college studies | None Required | None Required | Career Service (Sub-Professional) First Level Eligibility | | Corporate Planning 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 April 15, 2025.

- 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:

ZENAIDA T. ARROJO
Manager, Administrative Department

11th Floor, The Upper Class Tower, Quezon
Avenue corner Scout Reyes, Brgy. Paligsahan,
Quezon City

ntarecords@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.