CS Form No. 9 Revised 2018

Republic of the Philippines

NATIONAL TOBACCO ADMINISTRATION

Request for Publication of Vacant Positions

Electronic copy to be submitted to the laster of multication be in MS Excel format

MANUEL DV. CASTILLO JA Senior Human Resource Specialist

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 CSØ website:

ZENA DA T/ ARROJO

Manager, Administrative Department

Date:

March 31, 2025

	Position Title (Parenthetical	Plantilla Item	Salary/		Monthly					
No.	Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
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

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

Bachelor's degree in Agriculture and other allied 1 year of Isabela Branch courses such as Agricultural 4 hours of Agriculturist II 179 JG-10A 36.619.00 relevant Relevant RA 1080 Office Engineering, Fisheries relevant training experience Region II Technology, and Veterinary Medicine 18 Bachelor's degree in Agriculture and other allied Isabela Branch courses such as Agricultural Agriculturist I 181-3 JG-8A 27,000.00 None Required None Required Relevant RA 1080 Office Engineering, Fisheries Region II Technology, and Veterinary Medicine 19 Tobacco Career Service Isabela Branch Production and Bachelor's Degree relevant to (Professional) 182-2 JG-8A 27,000.00 None Required None Required Office Regulation the job Second Level Region II Officer I Eligibility 40 hours of Master's Degree or supervisory/ 4 years of Career Service Industrial Research Certificate of Leadership and Market management supervisory/ (Professional) 65 **JG-12B** 91,937.00 Department Specialist V Management from the Civil learning and management Second Level **NCR** Service Commission development experience Eligibility intervention 21 Career Service Internal Audit Bachelor's Degree relevant to (Professional) Internal Auditor I 6-1 JG-8A 27,000.00 None Required None Required Department the job Second Level NCR Eligibility Tobacco Career Service La Union Branch Production and Bachelor's Degree relevant to (Professional) 154-1 27,000.00 JG-8A None Required None Required Office Regulation the job Second Level Region I Officer I Eligibility 23

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
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
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
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
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
Agriculturist I	167-2	JG-8A	27,000.00	Engineering, Fisheries	None Required	None Required	Relevant RA 1080		Pangasinan Branch Office Region I
	Production and Regulation Officer I Tobacco Production and Regulation Officer I Tobacco Production and Regulation Officer I Senior Tobacco Production and Regulation Officer Agriculturist I	Production and Regulation Officer I Tobacco Production and Regulation Officer I Tobacco Production and Regulation Officer I Senior Tobacco Production and Regulation Officer Agriculturist I 167-1	Production and Regulation Officer I Tobacco Production and Regulation Officer I Tobacco Production and Regulation Officer I Senior Tobacco Production and Regulation Officer I Agriculturist I Agriculturist I 154-2 JG-8A JG-8A JG-8A 154-9 JG-8A JG-8A	Production and Regulation Officer I 154-2 JG-8A 27,000.00 Tobacco Production and Regulation Officer I 154-5 JG-8A 27,000.00 Tobacco Production and Regulation Officer I 154-9 JG-8A 27,000.00 Senior Tobacco Production and Regulation Officer 164-2 JG-11A 46,725.00 Agriculturist I 167-1 JG-8A 27,000.00	Production and Regulation Officer I 154-2 JG-8A 27,000.00 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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

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