

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

**Date of Publication**  
ALL INFORMATION to be submitted to the CSC FO  
Human Resource Specialist in MS Excel format

**10 APR 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: **April 10, 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	Chief Agriculturist	133	JG-12B	91,937.00	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	Relevant R.A. 1080		Abra Branch Office CAR
2	Tobacco Production and Regulation Officer I	139-3	JG-8A	27,000.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Abra Branch Office CAR
3	Administrative Officer V	157	JG-11A	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Pangasinan Branch Office Region I

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 21, 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](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.

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

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