

**DEPARTMENT OF FINANCE-PHILIPPINE TAX ACADEMY**

*Request for Publication of Vacant Positions as of January 8, 2020*

|   | POSITION TITLE                     | OFFICE                 | SALARY GRADE/BASIC MONTHLY SALARY | EDUCATION  | EXPERIENCE                                   | TRAINING  | ELIGIBILITY                 |
|---|------------------------------------|------------------------|-----------------------------------|--|--|---|-----------------------------|
| 1 | Board Secretary V                  | Philippine Tax Academy | 24<br>P 83,406.00                 | Master's degree or Certificate in Leadership and Management from the CSC | 4 years of supervisory/management experience | 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years | Career Service Professional |
| 2 | Attorney V                         | Philippine Tax Academy | 25<br>P 95,083.00                 | Master's degree or Certificate in Leadership and Management from the CSC | 4 years of supervisory/management experience | 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years | RA 1080                     |
| 3 | Chief Personnel Specialist         | Philippine Tax Academy | 24<br>P 83,406.00                 | Master's degree or Certificate in Leadership and Management from the CSC | 4 years of supervisory/management experience | 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years | Career Service Professional |
| 4 | Chief Education Program Specialist | Philippine Tax Academy | 24<br>P 83,406.00                 | Master's degree or Certificate in Leadership and Management from the CSC | 4 years of supervisory/management experience | 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years | Career Service Professional |
| 5 | Chief Education Program Specialist | Philippine Tax Academy | 24<br>P 83,406.00                 | Master's degree or Certificate in Leadership and Management from the CSC | 4 years of supervisory/management experience | 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years | Career Service Professional |

|   |                                    |                        |                   |  |  |   |                             |
|---|------------------------------------|------------------------|-------------------|--|--|---|-----------------------------|
| 6 | Planning Officer V                 | Philippine Tax Academy | 24<br>P 83,406.00 | Master's degree or Certificate in Leadership and Management from the CSC | 4 years of supervisory/management experience | 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years | Career Service Professional |
| 7 | Information Technology Officer III | Philippine Tax Academy | 24<br>P 83,406.00 | Master's degree or Certificate in Leadership and Management from the CSC | 4 years of supervisory/management experience | 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years | Career Service Professional |

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 December 5, 2019.

1. Application addressed to the Secretary of Finance for SG-28 to SG-30 and Undersecretary Gil S. Beltran for SG-24 and below;
2. Duly accomplished Personal Data Sheet/Resume (indicating education, experience, no. of hours of trainings/seminars, and eligibility);
3. Authenticated copy of Diploma/Transcript of Records
4. Copy of Certificate of relevant trainings/seminars attended;
5. Copy of Certificate of eligibility;
6. Performance ratings for the last two (2) semesters (for employed applicants).

**Philippine Tax Academy Considerations:**

1. The Philippine Tax Academy takes paramount consideration in the employment of staff the value of integrity and code of ethical standards and put premiums on competency and efficiency.
2. Committed in achieving workforce diversity in terms of gender and culture in the employment, education and training environment.
3. The evaluation of applicants will be conducted on the basis of the information provided according to the evaluation criteria and the applicable internal guidelines, CSC rules and regulations, and other administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications to be considered for the job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.
4. All applications will be treated with the strictest confidence.
5. The DOF-PTA is a non-smoking environment.

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

**MA. LUISA M. NOTARIO**

---

Philippine Tax Academy

---

Department of Finance, Roxas Blvd.

---

Cor. Pablo Ocampo Sr. St., Manila

---

[mnotario@dof.gov.ph](mailto:mnotario@dof.gov.ph)

---

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.