



Funding the Republic

Republic of the Philippines  
Department of Finance  
**BUREAU OF THE TREASURY**  
Intramuros, Manila 1002  
www.treasury.gov.ph

**LIST OF VACANT POSITIONS**

SERVICE/DIVISION	QUALIFICATION STANDARDS
<b>Chief Treasury Operations Officer II (CTOO II) - SG - 24</b>	
*Financial Market Monitoring and Analysis Division *Statistical Data Analysis Division *Cash and Custodial Division *Debt Monitoring and Analysis Division *Human Resource Management Division *Systems Development Division *CAR - Provincial Office, Abra *(2)Region I - Provincial Offices of Pangasinan/ La Union II *(3)Region II - Provincial Offices of Cabarroguis/ Kalinga, Apayao/Basco *(2)Region III - Provincial Offices of Bataan/ Zambales, Olongapo City *Region IV-B - Provincial Office, Palawan *Region V - Provincial Office, Sorsogon *(3)Region VI - Provincial Offices of Aklan/ Capiz/ Negros Occidental *Region VII - Provincial Office, Cebu South *Region VIII - Provincial Office, Catbalogan, Western Samar *Region IX - Provincial Office, Isabela, Basilan *Region X - Provincial Office, Malaybalay, Bukidnon *Region XI - Provincial Office, Koronadal, South Cotabato *Region XII - Provincial Office, Maguindanao, Cotabato City	<b>Education</b> : Master's Degree <b>Experience</b> : 4 years Positions involving Management and Supervision <b>Training</b> : 24 hours of training in Management and Supervision <b>Eligibility</b> : Career Service (Professional) 2nd level
<b>Chief Treasury Operations Officer I (CTOO I) - SG - 22</b>	
*Scripless Securities Registration Division *National Government Debt Accounting Division *Miscellaneous Accounts Accounting Division *Human Resource Management Division *Property and Supply Management Division *Communications and Records Management Division *Systems Development Division *(2)Region III - Provincial Offices of Pampanga/ Bulacan *Region IV - A - Provincial Office, Laguna *Region IV - B - Provincial Office, Marinduque *Region V - Provincial Office, Naga, Camarines Sur *Region X - Regional Office Office, Cagayan de Oro City *Region XII - Regional Office, Koronadal City	<b>Education</b> : Bachelor's Degree <b>Experience</b> : 3 years of Relevant Experience <b>Training</b> : 16 hours of Relevant Training <b>Eligibility</b> : Career Service (Professional) 2nd level
<b>Executive Assistant IV - SG - 22</b>	
*Office of the Treasurer of the Philippines	<b>Education</b> : Bachelor's Degree <b>Experience</b> : 3 years of Experience <b>Training</b> : 16 hours of Training <b>Eligibility</b> : Career Service (Professional) 2nd level
<b>Executive Assistant III - SG - 20</b>	
*Office of the Treasurer of the Philippines *Deputy Treasurer for Auxiliary Subsector	<b>Education</b> : Bachelor's Degree <b>Experience</b> : 2 years of Experience <b>Training</b> : 8 hours of Training <b>Eligibility</b> : Career Service (Professional) 2nd level
<b>Treasury Operations Officer IV (TROO IV) - SG - 19</b>	
*Fund Transfer Division *Debt Monitoring and Analysis Division *(2)National Cash Accounting Division *National Government Debt Accounting Division *(2) National Capital Region *NCR (District II) *(2)Region II - Provincial Offices of Cabarroguis/ Tuguegarao *(2) Region IV - A - Provincial Offices of Cavite/ Quezon *(2)Region V - Provincial Offices of Masbate/ Sorsogon *Region VII - Provincial Office, Dumaguete City *Region XI - Provincial Office, Davao del Sur *Region X - Provincial Office, Camaguin, Mambajao *Region XI - Provincial Office, Davao Oriental *Region XII - Provincial Office, Isulan, Sultan Kudarat *Region XIII - Provincial Office, Agusan Del Sur, San Francisco	<b>Education</b> : Bachelor's Degree Relevant to the job <b>Experience</b> : 2 years of Relevant Experience <b>Training</b> : 8 hours of Relevant Training <b>Eligibility</b> : Career Service (Professional) 2nd level
<b>Accountant III - SG - 19</b>	
*Internal Accounting Division	<b>Education</b> : Bachelor's Degree in Commerce / Business Administration Major in Accounting <b>Experience</b> : 2 years of Relevant Experience <b>Training</b> : 8 hours of Relevant Training <b>Eligibility</b> : RA 1080 (Certified Public Accountant)
<b>Information Systems Analyst III - SG - 19</b>	
*Database Administration Division	<b>Education</b> : Bachelor's Degree Relevant to the job <b>Experience</b> : 2 years of Relevant Experience <b>Training</b> : 8 hours of Relevant Training <b>Eligibility</b> : Career Service (Professional) 2nd level
<b>Information Technology Officer I - SG - 19</b>	
*Database Administration Division *Systems Administration Division	<b>Education</b> : Bachelor's Degree relevant to the job <b>Experience</b> : 2 years of Relevant Experience <b>Training</b> : 8 hours of Relevant Training <b>Eligibility</b> : Career Service (Professional) 2nd level
<b>Administrative Officer V - SG - 18</b>	
*Bureau Budget Division *Administrative Service	<b>Education</b> : Bachelor's Degree relevant to the job <b>Experience</b> : 2 years of Relevant Experience <b>Training</b> : 8 hours of Relevant Training <b>Eligibility</b> : Career Service (Professional) 2nd level
<b>Executive Assistant II - SG - 17</b>	
*Office of the Deputy Treasurer for Planning and Policy Subsector	<b>Education</b> : Bachelor's Degree <b>Experience</b> : 1 year of Experience <b>Training</b> : 4 hours of Training <b>Eligibility</b> : Career Service (Professional) 2nd level

**Treasury Operations Officer III - SG - 16**

\*Fiscal Planning and Assessment Division  
 \*(2)Receipts, Investment and Disbursement Division  
 \*(2)Fund Validation Division  
 \*Debt Monitoring and Analysis Division  
 \*National Cash Accounting Division  
 \*Region III - Provincial Office, Pampanga  
 \*Region IV - A - Regional Office, CALABARZON  
 \*(2) Region VIII - Provincial Offices of Northern Samar/ Eastern Samar  
 \*Region XI - Provincial Office, Davao del Sur  
 \*(2)Region XIII - Provincial Office, Surigao del Norte, Surigao City

**Education** : Bachelor's Degree relevant to the job  
**Experience** : 1 year of Relevant Experience  
**Training** : 4 hours of Relevant Training  
**Eligibility** : Career Service (Professional) 2nd level

**Administrative Officer IV - SG - 15**

\*Human Resource Management Division  
 \*Facilities Maintenance Division  
 \*Region II - Regional Office, Iuguegarao  
 \*Region III - Regional Office, Pampanga  
 \*Region IV - A - Regional Office, CALABARZON  
 \*Region VIII - Regional Office, Iacloban City  
 \*Region IX - Regional Office, Zamboanga City  
 \*Region XII - Regional Office, Koronadal City

**Education** : Bachelor's Degree relevant to the job  
**Experience** : 1 year of Relevant Experience  
**Training** : 4 hours of Relevant Training  
**Eligibility** : Career Service (Professional) 2nd level

**Computer Programmer II - SG - 15**

\*Management Information Systems Service  
 \*Systems Development Division

**Education** : Bachelor's Degree relevant to the job  
**Experience** : 1 year of Relevant Experience  
**Training** : 4 hours of Relevant Training  
**Eligibility** : Career Service (Professional) 2nd level

**Accountant II - SG - 16**

\*(2)Internal Accounting Division

**Education** : Bachelor's Degree in Commerce / Business Administration Major in Accounting  
**Experience** : 1 year of Relevant Experience  
**Training** : 4 hours of Relevant Training  
**Eligibility** : RA 1080 (Certified Public Accountant)

**Administrative Officer III - SG - 14**

\*Communication and Records Management Division  
 \*Region IV - A - Regional Office, CALABARZON  
 \*Region XI - Regional Office, Davao City

**Education** : Bachelor's Degree relevant to the job  
**Experience** : 1 year of Relevant Experience  
**Training** : 4 hours of Relevant Training  
**Eligibility** : Career Service (Professional) 2nd level

**Treasury Operations Officer II - SG - 13**

\*Debt Monitoring and Analysis Division  
 \*National Cash Accounting Division

**Education** : Bachelor's Degree relevant to the job  
**Experience** : Experience none required  
**Training** : Training none required  
**Eligibility** : Career Service (Professional) 2nd level

**Treasury Operations Officer I - SG - 11**

\* Fund Transfer Division  
 \*(4)National Cash Accounting Division

**Education** : Bachelor's Degree relevant to the job  
**Experience** : Experience none required  
**Training** : Training none required  
**Eligibility** : Career Service (Professional) 2nd level

**Director III - SG - 27**

\*Legal Service  
 \*Research Service  
 \*Accounting Service  
 \*Administrative Service  
 \*Management Information Systems Service

**Education** : Master's Degree  
**Experience** : 5 years of Supervisory Experience  
**Training** : 120 hours Managerial Training  
**Eligibility** : Career Service (Professional) 2nd level

**Director II - SG -26**

\*Region I - Regional Office, San Fernando, La Union  
 \*Region II - Regional Office, Iuguegarao  
 \*Region III - Regional Office, Pampanga  
 \*Region IV - A - Regional Office, CALABARZON  
 \*Region V - Regional Office, Legazpi City  
 \*Region VII - Regional Office, Cebu City  
 \*Region VIII - Regional Office, Iacloban City  
 \*Region X - Regional Office, Cagayan de Oro City  
 \*Region XII - Regional Office, Koronadal City  
 \*Region XIII - Regional Office, CARAGA, Butuan City

**Education** : Master's Degree  
**Experience** : 5 years of Supervisory Experience  
**Training** : 120 hours Managerial Training  
**Eligibility** : Career Service (Professional) 2nd level

**Interested applicants may send application letter to the HRMD, Bureau of the Treasury, 6th Flr. Palacio del Gobernador, Intramuros, Manila, or to the concerned Regional Offices, together with Personal Data Sheet and copy of each of the ff:**

\*Certificate of Eligibility  
 \*Transcript of Records and Diploma  
 \*Certificate of Relevant Training

\*Certificate of Employment  
 \*Performance Evaluation Sheet from previous employer

Please call 527-5641 for inquiries and look for Peter or Ivy.

**IMPORTANT : All applicants must have working knowledge in MS Office Applications and internet, and must meet the requirements of the vacant position.**