



Funding the Republic

Republic of the Philippines  
Department of Finance  
**BUREAU OF THE TREASURY**  
Intramuros, Manila 1002  
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**VACANT POSITIONS AS OF JANUARY 8, 2018**

SERVICE/DIVISION	QUALIFICATION STANDARDS
<b>Chief Treasury Operations Officer II (CTOO II) - SG -24</b>	
*Capital Market Strategy and Planning Division *Asset Registry Division (NEW) *Acquired Asset Management Division (NEW) *Fund Management Division *Internal Audit Division *Payments Division *Database Administration Division *Human Resource Management Division *Communications and Records Management Division *Systems Development Division *Financial Market Monitoring and Analysis Division *Statistical Data Analysis Division *Fiscal Planning and Assessment Division *Operations Planning Division *Region II - Provincial Office, Ilagan, Isabela *Region II - Provincial Office, Basco, Batanes *Region II - Provincial Office, Kalinga, Apayao *Region III - Provincial Office, Pampanga *Region IV-A - Provincial Office, Batangas *Region IV-A - Provincial Office, Rizal *Region IV-B - Provincial Office, Occidental Mindoro *Region V - Regional Office, Legaspi City *Region VI - Provincial Office, Iloilo City *Region XIII - Regional Office, CARAGA, Surigao City (NEW)	<b>Education</b> : Master's Degree or Certificate in Leadership and Management from the Civil Service Commission (CSC) <b>Experience</b> : 4 years of Supervisory/Management Experience <b>Training</b> : 40 hours of Supervisory/Management Learning and Development intervention undertaken within the last 5 years <b>Eligibility</b> : Career Service (Professional) 2nd level
<b>Attorney IV - SG - 23</b>	
*(3)Legal Service	<b>Education</b> : Bachelor of Laws <b>Experience</b> : 2 years of Relevant Experience <b>Training</b> : 8 hours of Relevant Training <b>Eligibility</b> : RA 1080
<b>Chief Treasury Operations Officer I (CTOO I) - SG - 22</b>	
*Asset Registry Division (NEW) *Acquired Asset Management Division (NEW) *Risk Management Division *Securities Origination Division *Scripless Securities and Registration Division *Property and Supply Management Division *Communications and Records Management Division *Database Administration Division *Hardware Maintenance Division *National Capital Region, District I *National Capital Region, District II *Region III - Provincial Office, Bulacan *Region III - Provincial Office, Nueva Ecija *Region IV-A - Provincial Office, Cavite *Region IV-A - Provincial Office, Laguna *Region VII - Regional Office, Cebu City *Region VII - Provincial Office, Cebu North *Region X - Regional Office, Cagayan de Oro City *Region XIII - Regional Office, CARAGA, Surigao City (NEW)	<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>Information Systems Analyst III (INFOSA III) - SG - 19</b>	
* (2) Systems Development 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 (ITO I) - SG - 19</b>	
* (2) Database Administration Division * (2) Hardware Maintenance 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>Treasury Operations Officer IV (TROO IV) - SG - 19</b>	
* (3) Asset Registry Division (NEW) * (3) Acquired Asset Management Division (NEW) * Fund Validation Division (to be assigned at Fund Mgt. Division) * Scripless Securities Registration Division * Payments Division * (2) National Cash Accounting Division (1 NEW) * National Government Debt Accounting Division * Bank Reconciliation and Analysis Division * National Capital Region, District I (NEW) * Region II - Provincial Office, Cabarroguis, Quirino * Region II - Provincial Office, Basco, Batanes * Region II - Provincial Office, Lagawe, Ifugao * Region II - Provincial Office, Kalinga, Apayao * Region II - Provincial Office, Tuguegarao, Cagayan * Region IV-A - Provincial Office, Laguna * Region VI - Provincial Office, Iloilo City * Region VII - Provincial Office, Tagbilaran City, Bohol * Region X - Regional Office, Cagayan de Oro City * Region XIII - Provincial Office, Surigao del Norte, Surigao City (NEW)	<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 (ADO V) - SG - 18</b>	
* Administrative Service * Human Resource Management Division * (2) Communications and Records Management Division	<b>Education</b> : Bachelor's Degree <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 (EXA II) - SG - 17</b>	
* Office of the Treasurer of the Philippines	<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
<b>Treasury Operations Officer III (TROO III) - SG - 16</b>	
* (3) Asset Registry Division (NEW) * (3) Acquired Asset Management Division (NEW) * Risk Management Division * Fund Management Division * (2) Fund Transfer Division (NEW) * (2) Receipts, Investments, and Disbursement Division (NEW) * Financial Market Monitoring and Analysis Division * Securities Origination Division * Scripless Securities and Registration Division * Bank Reconciliation and Analysis Division * National Capital Region, District IV * (2) Region IV-A - Provincial Office, Rizal (1 item to be assigned at NCR) * Region X - Provincial Office, Misamis Occidental, Ozamis City	<b>Education</b> : Bachelor's Degree relevant to the job <b>Experience</b> : 1 year of Relevant Experience <b>Training</b> : 4 hours of Relevant Training <b>Eligibility</b> : Career Service (Professional) 2nd level
<b>Accountant II - SG - 16</b>	
* Bureau Accounting Division	<b>Education</b> : Bachelor's Degree in Commerce/Business Administration Major in Accounting <b>Experience</b> : 1 year of Relevant Experience <b>Training</b> : 4 hours of Relevant Training <b>Eligibility</b> : RA 1080
<b>Computer Programmer II (COMPRO II) - SG - 15</b>	
* Management Information Systems Service (NEW)	<b>Education</b> : Bachelor's Degree relevant to the job <b>Experience</b> : 1 year of Relevant Experience <b>Training</b> : 4 hours of Relevant Training <b>Eligibility</b> : Career Service (Professional) 2nd level

<b>Administrative Officer IV (ADO IV) - SG - 15</b>	
*Facilities Maintenance Division *Region I - Regional Office, San Fernando, La Union *Region III - Regional Office, Pampanga *Region IV-A - Regional Office, CALABARZON *Region V - Regional Office, Legaspi City *Region VI - Regional Office, Iloilo City *Region VII - Regional Office, Cebu City *Region X - Regional Office, Cagayan de Oro City	<b>Education</b> : Bachelor's Degree <b>Experience</b> : 1 year of Relevant Experience <b>Training</b> : 4 hours of Relevant Training <b>Eligibility</b> : Career Service (Professional) 2nd level
<b>Administrative Officer III (ADO III) - SG - 14</b>	
*Legal Service *Property and Supply Management Division *(2) Communications and Records Management Division *Region I - Regional Office, San Fernando, La Union *Region III - Regional Office, Pampanga *Region IV-A - Regional Office, CALABARZON Region XII - Regional Office, Cotabato City (NEW)	<b>Education</b> : Bachelor's Degree <b>Experience</b> : 1 year of Relevant Experience <b>Training</b> : 4 hours of Relevant Training <b>Eligibility</b> : Career Service (Professional) 2nd level
<b>Information Systems Researcher II (INFOSR II) - SG - 14</b>	
*Systems Development Division	<b>Education</b> : Bachelor's Degree relevant to the job <b>Experience</b> : 1 year of Relevant Experience <b>Training</b> : 4 hours of Relevant Training <b>Eligibility</b> : Career Service (Professional) 2nd level
<b>Treasury Operations Officer II (TROO II) - SG - 13</b>	
*(3) Asset Registry Division (NEW) *(3) Acquired Asset Management Division (NEW) *(3) Debt Monitoring and Analysis Division (1 item to be assigned at Liability Management Service) *National Cash Accounting Division *National Government Debt Accounting Division	<b>Education</b> : Bachelor's Degree relevant to the job <b>Experience</b> : None Required <b>Training</b> : None Required <b>Eligibility</b> : Career Service (Professional) 2nd level
<b>Treasury Operations Officer I (TROO I) - SG - 11</b>	
*Fund Validation Division *Fund Transfer Division *Financial Market Monitoring and Analysis Division (NEW) *Fiscal Planning and Assessment Division (NEW) *(2) Bank Reconciliation and Analysis Division	<b>Education</b> : Bachelor's Degree relevant to the job <b>Experience</b> : None Required <b>Training</b> : None Required <b>Eligibility</b> : Career Service (Professional) 2nd level
<b>Administrative Officer I (ADO I) - SG - 10</b>	
*Property and Supply Management Division *Communications and Records Management Division	<b>Education</b> : Bachelor's Degree <b>Experience</b> : None Required <b>Training</b> : None Required <b>Eligibility</b> : Career Service (Professional) 2nd level
<b>Director III - SG - 27</b>	
*Administrative Service *Management Information Systems Service	<b>Education</b> : Bachelor's Degree <b>Experience</b> : 3 years of Supervisory Experience <b>Training</b> : None Required <b>Eligibility</b> : Career Service Executive Eligibility (CSEE) / Career Executive Service (CES) / Career Executive Officer Eligibility (CEOE)
<b>Director II - SG - 26</b>	
*National Capital Region *Region I - Regional Office, San Fernando, La Union *Region II - Regional Office, Tuguegarao *Region IV - A - Regional Office, CALABARZON *Region V - Regional Office, Legaspi City *Region VI - Regional Office, Iloilo City *Region VII - Regional Office, Cebu City *Region VIII - Regional Office, Tacloban City *Region X - Regional Office, Cagayan de Oro City *Region XII - Regional Office, Koronadal City	<b>Education</b> : Bachelor's Degree <b>Experience</b> : 3 years of Supervisory Experience <b>Training</b> : None Required <b>Eligibility</b> : Career Service Executive Eligibility (CSEE) / Career Executive Service (CES) / Career Executive Officer Eligibility (CEOE)
<b>Interested applicants may send application letter together with duly accomplished Personal Data Sheet (CS Form 212 Revised 2017) and additional requirements to <a href="mailto:jobs@treasury.gov.ph">jobs@treasury.gov.ph</a></b>	
<b>Additional Requirements:</b> *Performance Evaluation (if any) *Diploma and Transcript of Records *Certificate of Trainings Attended (must be within the last 5 years)	
*Certificate of Employment *Certificate of Eligibility	
<b>For those who are applying in the Region, kindly submit your application to their respective Regional Offices.</b>	
<b>IMPORTANT : Applicant must meet the <u>minimum qualifications</u> of the vacant position.</b> <b>Only those with <u>complete documentary requirements</u> shall be considered.</b> <b>Only PDF, Word, and Excel format of the documentary requirements will be accepted.</b>	