

Republic of the Philippines
BUREAU OF THE TREASURY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the BUREAU OF THE TREASURY in the CSC website:

MARY IVY G. FRADES
Officer-in-Charge
Human Resource Management Division

HRMO

Date: 11-Feb-21

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	Administrative Assistant II	ADAS2-32-2005	8	18251	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-professional) 1st level Eligibility		Communications and Records Management Division
2	Treasury Operations Officer IV	TROO4-19-1999	19	48313	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) 2nd level Eligibility		Debt Monitoring and Analysis Division

Interested and qualified applicants may send their application to the address below together with the following documents **not later than February 26, 2021.**

- 1 **Application Letter** indicating the exact Position and Division/Office you are applying for;
- 2 Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017) and **Work Experience Sheet** which can be downloaded at www.csc.gov.ph;
- 3 **Performance Evaluation** in the last two (2) rating period (if applicable);
- 4 **Diploma and Transcript of Records**; and
- 5 **Certificate/s of Training/Seminars** relevant to the position to be filled;
- 6 **Authenticated copy of Certificate of Eligibility/Rating/License**;
- 7 **Certificate of Employment** with Duties and Responsibilities relevant to the position to be filled;

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

HUMAN RESOURCE MANAGEMENT DIVISION

Bureau of the Treasury

Ayuntamiento Bldg., Cabildo St., Corner A. Soriano Ave.,
Intramuros, Manila

jobs@treasury.gov.ph

Note: For those who are applying for vacant position/s in the Regional/Provincial Offices, kindly **submit your application to their respective Regional Offices.**

ONLY APPLICANTS WITH COMPLETE DOCUMENTARY REQUIREMENTS SHALL BE CONSIDERED.