

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: 29-Jan-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 I	ADAS1-30-2005	7	15738	Completion of two (2) years studies in college	None Required	None Required	Career Service (Sub-professional) 1st level Eligibility		Human Resource Management Division
2	Administrative Assistant II	ADAS2-19-2005	8	16758	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		Bureau Budget Division
3	Administrative Assistant II	ADAS2-29-2005	8	16758	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		Human Resource Management Division
4	Administrative Assistant V	ADAS5-25-2005	11	20754	Completion of two (2) years studies in college	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Sub-professional) 1st level Eligibility		Bank Reconciliation and Analysis Division
5	Administrative Assistant V	ADAS5-34-2005	11	20754	Completion of two (2) years studies in college	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Sub-professional) 1st level Eligibility		Miscellaneous Accounts Accounting Division
6	Administrative Assistant V	ADAS5-27-2005	11	20754	Completion of two (2) years studies in college	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Sub-professional) 1st level Eligibility		National Cash Accounting Division

7	Administrative Assistant V	ADAS5-29-2005	11	20754	Completion of two (2) years studies in college	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Sub-professional) 1st level Eligibility		National Cash Accounting Division
8	Administrative Assistant V	ADAS5-31-2005	11	20754	Completion of two (2) years studies in college	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Sub-professional) 1st level Eligibility		National Cash Accounting Division
9	Administrative Officer III	ADOF3-16-2005	14	27755	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) 2nd level Eligibility		Human Resource Management Division
10	Administrative Officer IV	ADOF4-12-2005	15	32053	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) 2nd level Eligibility		Bureau Budget Division
11	Administrative Officer IV	ADOF4-14-2005	15	32053	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) 2nd level Eligibility		Bureau Budget Division
12	Chief Treasury Operations Officer I	CTREOO1-2-2017	22	66867	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) 2nd level Eligibility		Acquired Asset Management Division
13	Chief Treasury Operations Officer I	CTREOO1-6-1999	22	65319	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) 2nd level Eligibility		Cash and Custodial Division
14	Chief Treasury Operations Officer I	CTREOO1-5-1999	22	65319	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) 2nd level Eligibility		Fund Transfer Division
15	Nurse I	NURS1-34-1999	11	22316	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Administrative Service
16	Senior Administrative Assistant I	SADAS1-11-2005	13	25232	Completion of two (2) years studies in college	Sixteen (16) hours of training	Three (3) years of relevant experience	Career Service (Sub-professional) 1st level Eligibility		Fund Transfer Division
17	Special Investigator II	SPI2-7-1999	15	32053	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) 2nd level Eligibility		Legal Service
18	Special Investigator III	SPI3-6-1999	18	42159	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		Legal Service

19	Treasury Operations Officer I	TROO1-11-1999	11	20754	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) 2nd level Eligibility		Cash and Custodial Division
20	Treasury Operations Officer I	TROO1-12-1999	11	20754	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) 2nd level Eligibility		Cash and Custodial Division
21	Treasury Operations Officer I	TROO1-13-1999	11	20754	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) 2nd level Eligibility		Fund Transfer Division
22	Treasury Operations Officer I	TROO1-14-1999	11	20754	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) 2nd level Eligibility		Fund Transfer Division
23	Treasury Operations Officer I	TROO1-15-1999	11	20754	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) 2nd level Eligibility		Fund Transfer Division
24	Treasury Operations Officer I	TROO1-22-1999	11	20754	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) 2nd level Eligibility		National Cash Accounting Division
25	Treasury Operations Officer II	TROO2-17-1999	13	26754	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) 2nd level Eligibility		Bank Reconciliation and Analysis Division
26	Treasury Operations Officer II	TROO2-1-2003	13	25232	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) 2nd level Eligibility		Debt Monitoring and Analysis Division
27	Treasury Operations Officer II	TROO2-2-2002	13	25232	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) 2nd level Eligibility		Debt Monitoring and Analysis Division
28	Treasury Operations Officer II	TROO2-4-2005	13	25232	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) 2nd level Eligibility		Debt Monitoring and Analysis Division
29	Treasury Operations Officer II	TROO2-6-2005	13	25232	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) 2nd level Eligibility		Debt Monitoring and Analysis Division
30	Treasury Operations Officer II	TROO2-14-1999	13	26754	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) 2nd level Eligibility		National Cash Accounting Division

31	Treasury Operations Officer III	TROO3-42-1999	16	33584	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) 2nd level Eligibility		Bank Reconciliation and Analysis Division
32	Treasury Operations Officer III	TROO3-45-1999	16	35106	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) 2nd level Eligibility		Bank Reconciliation and Analysis Division
33	Treasury Operations Officer III	TROO3-3-2005	16	33584	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) 2nd level Eligibility		Financial Market Monitoring and Analysis Division
34	Treasury Operations Officer III	TROO3-60-1999	16	33584	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) 2nd level Eligibility		Fiscal Planning and Assessment Division
35	Treasury Operations Officer III	TROO3-19-1999	16	33584	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) 2nd level Eligibility		Fund Transfer Division
36	Treasury Operations Officer III	TROO3-21-1999	16	33584	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) 2nd level Eligibility		Fund Transfer Division
37	Treasury Operations Officer III	TROO3-8-1999	16	33584	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) 2nd level Eligibility		Receipts, Investments and Disbursement Division
38	Treasury Operations Officer III	TROO3-57-1999	16	33584	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) 2nd level Eligibility		Statistical Data Analysis Division
39	Treasury Operations Officer IV	TROO4-59-1999	19	45269	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		Fiscal Planning and Assessment Division
40	Treasury Operations Officer IV	TROO4-17-1999	19	45269	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		Fund Transfer Division
41	Treasury Operations Officer IV	TROO4-7-1999	19	45269	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		Fund Validation Division
42	Treasury Operations Officer IV	TROO4-21-1999	19	45269	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		Payments Division

43	Treasury Operations Officer IV	TROO4-86-1999	19	46791	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		Scripless Securities Registration Division
44	Treasury Operations Officer IV	TROO4-87-1999	19	46791	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		Scripless Securities Registration Division

Interested and qualified applicants may send their application to the address below together with the following documents **not later than February 8, 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
- 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 RESOURECE MANGEMENT 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.