

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:

12-Mar-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 V	BTRB-ADAS5-26-2005	11	23877	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
2	Administrative Assistant V	BTRB-ADAS5-42-2005	11	23877	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		Database Administration Division
3	Administrative Officer IV	BTRB-ADOF4-12-2005	15	33575	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
4	Administrative Officer IV	BTRB-ADOF4-14-2005	15	33575	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
5	Administrative Officer IV	BTRB-ADOF4-21-2005	15	33575	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		Facilities Maintenance Division

6	Attorney IV	BTRB-ATY4-5-1999	23	76907	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080		Legal Service
7	Chief Treasury Operations Officer II	BTRB-CTREOO2-1-2016	24	86742	Master's Degree or Certificate in Leadership and Management from the Civil Service Commission (CSC)	Forty (40) hours of Supervisory / Management Learning and Development intervention	Four (4) years of supervisory / management experience	Career Service (Professional) 2nd level Eligibility		Bank Reconciliation and Analysis Division
8	Chief Treasury Operations Officer I	BTRB-CTREOO1-3-2014	22	68415	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) 2nd level Eligibility		Debt Strategy and Planning Division
9	Chief Treasury Operations Officer I	BTRB-CTREOO1-33-1999	22	68415	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) 2nd level Eligibility		BTr Region IV-B, Provincial Office Marinduque (to be assigned at BTr Region IV-B, Provincial Office Occidental Mindoro)
10	Chief Treasury Operations Officer II	BTRB-CTREOO2-4-2014	24	86742	Master's Degree or Certificate in Leadership and Management from the Civil Service Commission (CSC)	Forty (40) hours of Supervisory / Management Learning and Development intervention	Four (4) years of supervisory / management experience	Career Service (Professional) 2nd level Eligibility		Fund Management Division
11	Chief Treasury Operations Officer II	BTRB-CTREOO2-9-1999	24	86742	Master's Degree or Certificate in Leadership and Management from the Civil Service Commission (CSC)	Forty (40) hours of Supervisory / Management Learning and Development intervention	Four (4) years of supervisory / management experience	Career Service (Professional) 2nd level Eligibility		National Cash Accounting Division
12	Computer Programmer II	BTRB-COMPRO2-7-1999	15	33575	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		Management Information Systems Service

13	Computer Programmer II	BTRB-COMPRO2-8-1999	15	33575	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		Systems Development Division
14	Construction & Maintenance Foreman	BTRB-CMF-25-1999	8	18251	High School Graduate	Four (4) hours of relevant training	One (1) year of relevant experience	None Required (MC 11, s.1996-CAT III)		Facilities Maintenance Division
15	Nurse I	BTRB-NURS1-34-1999	11	23877	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Administrative Service
16	Senior Administrative Assistant I	BTRB-SADAS1-12-1999	13	28276	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		Bank Reconciliation and Analysis Division
17	Special Investigator II	BTRB-SPI2-7-1999	15	33575	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	BTRB-SPI3-6-1999	18	43681	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 II	BTRB-TROO1-21-1999	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) 2nd level Eligibility		Bank Reconciliation and Analysis Division
20	Treasury Operations Officer II	BTRB-TROO1-26-1999	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) 2nd level Eligibility		National Government Debt Accounting Division
21	Treasury Operations Officer II	BTRB-TROO2-17-1999	13	28276	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) 2nd level Eligibility		Bank Reconciliation and Analysis Division
22	Treasury Operations Officer II	BTRB-TROO2-14-1999	13	28276	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) 2nd level Eligibility		National Cash Accounting Division
23	Treasury Operations Officer III	BTRB-TROO3-45-1999	16	36628	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
24	Treasury Operations Officer III	BTRB-TROO3-2-2002	16	36628	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		Cash and Custodial Division

25	Treasury Operations Officer III	BTRB-TROO3-5-2014	16	36628	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		Capital Market Strategy and Planning Division
26	Treasury Operations Officer III	BTRB-TROO3-7-2014	16	36628	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		Debt Strategy and Planning Division
27	Treasury Operations Officer III	BTRB-TROO3-34-1999	16	36628	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		National Cash Accounting Division
28	Treasury Operations Officer III	BTRB-TROO3-36-1999	16	36628	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		National Cash Accounting Division
29	Treasury Operations Officer III	BTRB-TROO3-40-1999	16	36628	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		National Cash Accounting Division
30	Treasury Operations Officer IV	BTRB-TROO4-174-1999	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		Bank Reconciliation and Analysis Division
31	Treasury Operations Officer IV	BTRB-TROO4-10-1999	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		Fund Validation Division
32	Treasury Operations Officer IV	BTRB-TROO4-11-1999	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		Fund Validation Division
33	Treasury Operations Officer IV	BTRB-TROO4-26-1999	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		National Cash Accounting Division
34	Treasury Operations Officer IV	BTRB-TROO4-33-1999	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		National Cash Accounting Division
35	Treasury Operations Officer IV	BTRB-TROO4-38-1999	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		National Government Debt Accounting Division

36	Treasury Operations Officer IV	BTRB-TROO4-22-1999	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		Payments Division
37	Treasury Operations Officer IV	BTRB-TROO4-4-1999	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		Receipts, Investments and Disbursement Division
38	Treasury Operations Officer IV	BTRB-TROO4-86-1999	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		Scripless Securities Registration Division
39	Treasury Operations Officer IV	BTRB-TROO4-77-1999	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		BTr Region IV-A, Provincial Office Laguna (to be assigned at BTr Regional Office No. IV-B)

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 **March 23, 2021**.

1. Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. **Performance Evaluation** in the last two (2) rating period (if applicable);
3. **Authenticated copy of Certificate of Eligibility/Rating/License**;
4. **Diploma and Transcript of Records**;
5. **Certificate/s of Training/Seminars** relevant to the position to be filled;
6. **Certificate of Employment** with Duties and Responsibilities relevant to the position to be filled;

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

**HUMAN RESOURCE MANGEMENT DIVISION**  


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Bureau of the Treasury  


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


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[jobs@treasury.gov.ph](mailto:jobs@treasury.gov.ph)  


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

**APPLICATIONS WITH INCOMPLETE DOCUMENTARY REQUIREMENTS SHALL NOT BE ENTERTAINED.**