

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: 23-Jun-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 III	BTRB-ADAS3-23-2005	9	19593	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		Property and Supply Management Division
2	Administrative Officer V	BTRB-ADOF5-21-2005	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		Property and Supply Management Division
3	Administrative Officer V	BTRB-ADOF5-22-2005	18	40637	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		Property and Supply Management Division

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 **July 8, 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**  
Bureau of the Treasury  
Ayuntamiento Bldg., Cabildo St., Corner A. Soriano Ave.,  
Intramuros, Manila  
[jobs@treasury.gov.ph](mailto: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.**

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