

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: 1-Jul-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	BTRB-ADAS2-30-2005	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		Facilities Maintenance Division
2	Administrative Assistant II	BTRB-ADAS2-31-2005	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		Facilities Maintenance Division
11	Chief Treasury Operations Officer II	BTRB-CTREOO2-37-1999	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		Bureau Budget 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 15, 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;
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 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.**

APPLICATIONS WITH INCOMPLETE DOCUMENTARY REQUIREMENTS SHALL NOT BE ENTERTAINED.