



Republic of the Philippines  
BUREAU OF THE TREASURY  
Regional Office No. V

**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:

**EVERETTE E. VILLARAZA**  
Director II

Date: 4-Aug-22

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/Job Pay Grade	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Chief Treasury Operations Officer II	CTRE002-57-1999	SG-24	88410	Master's Degree or Certificate in Leadership and Management from the Civil Service Commission	Forty (40) hours of Supervisory / Management Learning and Development Intervention	Four (4) years of supervisory/management experience	Career Service (Professional) 2nd Level		Regional Office No. V
2	Accountant II	BTRB-A2-16-1999	SG-16	38150	Bachelor's Degree in Commerce / Business Administration Major in Accounting	Four (4) hours relevant training	One (1) year relevant experience	RA 1080 (Certified Public Accountant)		Regional Office No. V
3	Treasury Operations Officer III	BTRB-TRO03-125-1999	SG-16	38150	Bachelor's Degree relevant to the job	Four (4) hours relevant training	One (1) year relevant experience	CSC Professional Eligibility, 2nd Level Eligibility		Albay
4	Treasury Operations Officer III	BTRB-TRO03-127-1999	SG-16	38150	Bachelor's Degree relevant to the job	Four (4) hours relevant training	One (1) year relevant experience	CSC Professional Eligibility, 2nd Level Eligibility		Camarines Sur

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 **19 August 2022**.

1. **Application Letter** indicating the exact Position, Plantilla Item No., and Office you are applying to;
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](http://www.csc.gov.ph);
3. **Performance Evaluation** in the last two (2) rating periods (if applicable);
4. Photocopy of **Diploma and Transcript of Records**;
5. **Certificate/s of Training/Seminars** relevant to the position to be filled;
6. **Authenticated copy of Certificate of Eligibility/Rating/License**; and
7. **Certificate of Employment** with Duties and Responsibilities relevant to the position to be filled.

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

**EVERETTE E. VILLARAZA**  
Director II  
Bureau of the Treasury  
Regional Office No. V  
Regional Government Center  
Rawis, Legazpi City  
[region05@treasury.gov.ph](mailto:region05@treasury.gov.ph)

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Electronic copy to be submitted to the CSC FO must be in MS Excel Format

