

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:

FLORENCE B. ALMADRIGO
Director II, NCR

Date: 14-Dec-22

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	Chief Treasury Operations Officer I	BTRB-CTREOO1-38-1999	22	69963	Bachelor's Degree relevant to the job	Sixteen (16) hours of Relevant Training	Three (3) years of Relevant Experience	Career Service (Professional) 2nd level Eligibility	Preferably Lawyer	NCR - Regional Office
2	Treasury Operations Officer IV	BTRB-TROO4-99-1999	19	49835	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		NCR - District I
3	Treasury Operations Officer IV	BTRB-TROO4-96-1999	19	49835	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		NCR - District II
4	Treasury Operations Officer IV	BTRB-TROO4-102-1999	19	49835	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		NCR - District IV
5	Treasury Operations Officer III	BTRB-TROO3-94-1999	16	38150	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		NCR - Regional Office
6	Treasury Operations Officer III	BTRB-TROO3-102-1999	16	38150	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		NCR - District II
7	Treasury Operations Officer III	BTRB-TROO3-107-1999	16	38150	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		NCR - District III
8	Treasury Operations Officer III	BTRB-TROO3-110-1999	16	38150	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		NCR - District IV
9	Treasury Operations Officer III	BTRB-TROO3-95-1999	16	38150	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	Preferably CPA	NCR - District I
10	Treasury Operations Officer III	BTRB-TROO3-96-1999	16	38150	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	Preferably CPA	NCR - District I
11	Treasury Operations Officer III	BTRB-TROO3-103-1999	16	38150	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	Preferably CPA	NCR - District II
12	Treasury Operations Officer III	BTRB-TROO3-104-1999	16	38150	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	Preferably CPA	NCR - District II
13	Administrative Officer III	BTRB-ADOF3-25-2005	14	32321	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	Preferably IT Technician	NCR - Regional Office
14	Treasury Operations Officer II	BTRB-TROO2-2-2003	13	29298	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) 2nd level Eligibility		NCR - District IV

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)	
15	Treasury Operations Officer I	BTRB-TROO1-9-2005	11	25439	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) 2nd level Eligibility		NCR - District IV
16	Administrative Assistant V	BTRB-ADAS5-46-2005	11	25439	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		NCR - District I

Interested and qualified applicants should signify their interest in writing and send their application to the address below together with the following documents **not later than December 26, 2022**.

- 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 downloaded at www.csc.gov.ph;
- 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:

FLORENCE B. ALMADRIGO
Regional Director
Bureau of the Treasury - NCR
3/F Palacio del Gobernador Bldg., Intramuros, Manila
ncr@treasury.gov.ph

ONLY APPLICANTS WITH COMPLETE DOCUMENTARY REQUIREMENTS SHALL BE CONSIDERED.