

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:

ORIGINAL SIGNED

CONCEPCION S. AUSTRIA

OIC - Regional Director, NCR

Date: 31-May-24

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	Treasury Operations Officer IV	TROO4-101-1999	19	51357	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
2	Treasury Operations Officer III	TROO3-161-1999	16	39672	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 I
3	Treasury Operations Officer II	TROO2-3-2002	13	31320	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) 2nd level Eligibility		NCR - Regional Office

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 June 10, 2024.

1. **Application Letter** indicating the exact Position and Division 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 available);
4. **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 in or send through courier/email their application to:

CONCEPCION S. AUSTRIA

OIC - Regional Director

2/F Palacio del Gobernador Bldg., Intramuros, Manila

ncr@treasury.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.