

## EMPLOYEE REQUISITION FORM

Requisition No. \_\_\_\_\_

**Date:** February 24, 2025  
**Position:** Chief Treasury Operations Officer I - DAD  
**Item Number:** BTRB-CTREOO1-19-1999  
**Salary Grade:** 22  
**Desired Starting Date:** Immediate

### Proposed Job Description:

1. Assists the Division Chief in implementing the Division's plans and programs, ensuring that tasks are executed efficiently and effectively to meet operational objectives.
2. Supervises and mentors Section Chiefs, ensuring the effective execution of plans and activities assigned to each Section for optimal performance.
3. Develops and recommends capacity-building programs to enhance the skills and competencies of Section staff.
4. Prepares and consolidates the Division's procurement plan, coordinating the needs of the Sections and making informed recommendations for the succeeding year's plans and programs.
5. Oversees the review, evaluation, maintenance, and updating of policies governing the usage of ICT resources within the Division, recommending improvements when necessary to enhance efficiency and compliance.
6. Assists the Division Chief in developing and aligning the Division's plans and programs with the Management Information Systems Service (MISS) Plans and Programs and the Bureau's ICT Roadmap.
7. Contributes to the management of the MISS' Information Systems Strategic Plan (ISSP) by aligning the Division's operations and initiatives with the strategic objectives of the ISSP.
8. Allocates and assigns additional relevant tasks to team members as needed, ensuring the Division's responsiveness to emerging needs and priorities.
9. Performs other duties as maybe assigned by the superior from time to time.

ISO 9001:2015 Quality Management System  
Certificate No. SCP000233Q



**Relevant Education:**

- Bachelor's degree relevant to the position (preferably Bachelor of Science in Computer Science/Engineering, Information Technology & other related IT courses).

**Experience:**

- Three (3) years of relevant experience.

**Training/Certification (if any):**

- 16 hours of relevant training.

**Eligibility:**

- Career Service (Professional)/Second Level Eligibility