

Republic of the Philippines  
BUREAU OF THE TREASURY  
Request for Publication of Vacant Positions

FIELD OFFICE LAGUNA  
21 Roxas St., Brgy. Calamba, Calamba City,  
2107 Private Office of Laguna  
(049)543-2561 Email: [laguna@csc.gov.ph](mailto:laguna@csc.gov.ph)

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

**RECEIVED**

Name: RYAN P. MATAÑA  
Position: Administrative Aide VI  
Designation:

Date: 16 FEB 2026  
Time: 12:05 PM

R04-CLS-APR12

JOCELYN C. ROBESO  
OIC-Director II  
HRMO

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:

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-CTREOO1-30-1999	22	81,796.00	Bachelor's Degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Cavite Provincial Office (to be assigned in Rizal Provincial 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 **March 2, 2026**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Photocopy of Certificate of Eligibility/Rating/License;
3. Photocopy of Diploma and Transcript of Records;
4. Photocopy of Certificate of Employment;
5. Photocopy of Certificate of Related Trainings/Seminars; and
6. Performance rating in the last two (2) rating period (if applicable).

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

JOCELYN C. ROBESO

Bureau of the Treasury, Regional Office No. IV-A

2F Anderson Bldg. 3, Brgy. Parian, Calamba City, Laguna 4027

[recruitment.btr4a@gmail.com](mailto:recruitment.btr4a@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.