

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

To CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filed at the BUREAU OF THE TREASURY

RECEIVED
FIELD OFFICE LAGUNA
Name: **RYAN P. MARANAN** Date: **AUG 24 2025**
Position: **DATA PROCESSING ASSISTANT** Title: **9:39 PM**
Designation: **ASSISTANT**

Atty. Dennis I. Madrigal
DENNIS I. MADRIGAL
Director II
HRMO
August 24, 2025

					Qualification Standards					
No	Position Title (Parenthetical Title, if applicable)	Paralel Item No	Salary/ Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency/ Area of Specialization/ Residency Requirement (if applicable)	Place of Assignment
1	Chief Treasury Operations Officer II	BTRB-CTRE-002-42-1999	24	102603	Master's degree OR Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/ management training and development intervention	Four (4) years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility		Laguna Provincial Office
2	Treasury Operations Officer III	BTRB-TROO3-75-1999	16	45694	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Baguio Provincial Office
3	Administrative Officer IV	BTRB-ADO4-32-2005	15	42178	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Regional Office
4	Administrative Assistant II	BTRB-ADAS2-45-2005	8	22423	*** Completion of two-year studies in college (prior to 2028) or High School Graduate with relevant vocational/ trade course (prior to 2018) or Completion of Grade 2/Senior High School under Technical Vocational Livelihood Track, or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-Professional) First Level Eligibility		Regional Office (to be assigned in Baguio Prov/1 Office)
5	Administrative Assistant II	BTRB-ADAS2-46-2005	8	22423	*** Completion of two-year studies in college (prior to 2028) or High School Graduate with relevant vocational/ trade course (prior to 2018) or Completion of Grade 2/Senior High School under Technical Vocational Livelihood Track, or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-Professional) First Level Eligibility		Rural Provincial Office

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than

September 8, 2025

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfltered digital picture (CS Form No. 212, Revised 2025), digitally signed or electronically signed.
2. Hard copy or electronic copy of Certificate of Eligibility/Training license.
3. Hard copy or electronic copy of Diploma and Transcript of Records.
4. Hard copy or electronic copy of Certificate of Employment.
5. Hard copy or electronic copy of Certificate of Related Trainings/Seminars, and
6. Hard copy or electronic copy of Performance rating in the last two (2) rating period (if applicable)

This Office hereby encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation. This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/mail their application to the head of office/ human resource management officer/records officer, as the case may be.

ATTY DENNIS I MADRIGAL

Director II

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

recruitment.bta@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.