

Republic of the Philippines
BUREAU OF THE TREASURY-REGION 8, TACLOBAN CITY
Request for Publication of Vacant Positions

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Bureau of the Treasury-Region 8, Tacloban City in the CSC website:


JOSE L. PALOMINO
Regional Director

Date: December 7, 2021


No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer IV	BTRB-ADOF4-41-2005	15	33,575.00	Bachelor's Degree relevant to the job	4 hours of Relevant Training	1 year Relevant Experience	Career Service (Professional) 2nd level Eligibility		Regional Office
2	Administrative Officer III	BTRB-ADOF3-34-2005	14	30,799.00	Bachelor's Degree relevant to the job	4 hours of Relevant Training	1 year of Relevant Experience	Career Service (Professional) 2nd level Eligibility		Regional Office
3	Administrative Officer II	BTRB-ADOF2-23-2005	11	23,877.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) 2nd level Eligibility		Regional Office
4	Administrative Assistant II	BTRB-ADAS2-54-2005	8	18,251.00	Completion of two years studies in college	4 hours of Relevant Training	1 year of Relevant Experience	Career Service (Sub-Professional) 1st level Eligibility		Regional Office
5	Administrative Assistant II	BTRB-ADAS2-55-2005	8	18,251.00	Completion of two years studies in college	4 hours of Relevant Training	1 year of Relevant Experience	Career Service (Sub-Professional) 1st level Eligibility		Regional Office

6	Treasury Operations Officer IV	BTRB-TROO4-142-1999	19	48,313.00	Bachelor's Degree relevant to the job	8 hours of Relevant Training	2 years of Relevant Experience	Career Service (Professional) 2nd level Eligibility		Maasin Southern Leyte, Provincial Office
7	Treasury Operations Officer IV	BTRB-TROO4-144-1999	19	48,313.00	Bachelor's Degree relevant to the job	8 hours of Relevant Training	2 years of Relevant Experience	Career Service (Professional) 2nd level Eligibility		Borongan, Eastern Samar, Provincial Office
8	Treasury Operations Officer III	BTRB-TROO3-139-1999	16	36,628.00	Bachelor's Degree relevant to the job	4 hours of Relevant Training	1 years of Relevant Experience	Career Service (Professional) 2nd level Eligibility		Catbalogan, Western Samar, 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 December 17, 2021.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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


 JOSE L. PALOMINO
 Regional Director
 2/F PVB Bldg., J. Romualdez St., Tacloban City
jlpalomino@treasury.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.