

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:

Date: May 10, 2023

  
**JOSE L. PALOMINO**  
**DIRECTOR II**

No.	Position Title, (Parentetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Treasury Operations Officer III	TR003-133- 1999	16	38150	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	N/A	Southern Leyte, Provincial Office, Maasin City	
2	Treasury Operations Officer III	TR003-136- 1999	16	38150	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	N/A	Eastern Samar Provincial Office, Borongnan City	
3	Treasury Operations Officer III	TR003-137- 1999	16	38150	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	N/A	Northern Samar Provincial Office, Catarman Samar	
4	Administrative Aide VI	ADA6-57- 2005	6	16877	Completion of two (2) years of studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub Professional) 1st Level Eligibility	N/A	Southern Leyte, Provincial Office, Maasin City	

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 May 20, 2023

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](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

5. This Office encourages all interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of gender, civil status, person with disability (PWD), ethnicity, political affiliation, to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression.  
**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**JOSE L. PALOMINO**

Director II

Government Center, Palo, Leyte

[region08@treasury.gov.ph](mailto:region08@treasury.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**