

Republic of the Philippines
BUREAU OF THE TREASURY
Request for Publication of Vacant Positions
CSC
CIVIL SERVICE COMMISSION
Republic of the Philippines



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:

Unique ID No. _____
Date: _____
JOSE L. PALOMINO
DIRECTOR II
February 13, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Experience		
1	Administrative Aide VI	ADA6-57- 2005	6	17,553	Completion of two (2) years of studies in College or High School Graduate with relevant Vocational/Trade Course	Four (4) hours of relevant training	One (1) year 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 February 23, 2024.

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 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.