



JOB POSTING

03 January 2025

OFFICE OF THE CITY TREASURER				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
City Government Department Head I (City Treasurer)	25	Php 107,208.00	173	<ul style="list-style-type: none">▪ Bachelor's degree preferably in Commerce, Public Administration or Law▪ At least 5 years of experience in treasury or accounting service▪ With Career Service Professional / Second Level Eligibility▪ Holder of Local Treasurer Eligibility is an advantage▪ Must demonstrate exemplary competency level in leadership and management, oral and written communication, service orientation, creative and analytical thinking, planning, initiative skills, active listening and social perceptiveness▪ With integrity and exercises high level of proficiency to his/her duties and responsibilities▪ Filipino citizen of good moral character▪ Positive work attitude▪ Must be a resident of the City of Batac, Ilocos Norte (Certificate of Residency)



HUMAN RESOURCE MANAGEMENT OFFICE

<p>City Government Assistant Department Head I (Assistant City Treasurer)</p>	<p>23</p>	<p>Php 83,659.00</p>	<p>174</p>	<ul style="list-style-type: none"> ▪ Bachelor's degree preferably in Commerce, Public Administration or Law ▪ At least 3 years of experience in treasury or accounting service ▪ With Career Service Professional / Second Level Eligibility ▪ Holder of Local Treasurer Eligibility is an advantage ▪ Must demonstrate exemplary competency level in leadership and management, oral and written communication, service orientation, creative and analytical thinking, planning, initiative skills, active listening and social perceptiveness ▪ With integrity and exercises high level of proficiency to his/her duties and responsibilities ▪ Filipino citizen of good moral character ▪ Positive work attitude ▪ Must be a resident of the City of Batac, Ilocos Norte (Certificate of Residency)
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The City Government of Batac upholds Equal Employment Opportunity Principle, thus, qualified PWD candidates, members of the indigenous communities and from any sexual orientation and gender identities group are encouraged to apply.

Qualified and interested applicants must apply at the Human Resource Management Office, Second Floor, City Hall of Batac on or before **January 20, 2025** or send **COMPLETE APPLICATION REQUIREMENTS** via email at **applicants.chrmobatac@gmail.com**.



REQUIRED APPLICATION REQUIREMENTS:

DOCUMENT	REMARKS
1. Personal Data Sheet (PDS) - CSC Form No. 212, Revised 2017) with the following:	3 Originals <i>(Original document signed by hand)</i>
1.1. Service Record	3 Originals
1.2. Work Experience Sheet	3 Originals
1.3. Previous Office Order of Designation as Treasurer / Assistant Treasurer, <i>if any</i>	1 Certified Copy each
1.4. Sworn Certificate of Employment <i>(for private work experience)</i>	1 Photocopy
1.5. Latest Approved Appointment <i>(if applicable)</i>	1 Certified Copy
1.6. Certificate of Residency <i>(Certificate issued by the concerned Barangay Chairman and stating the candidate's good moral character)</i>	1 Original
2. Certificate/s of Eligibility	
2.1. Civil Service Commission for CSP and/or Basic Competency on Local Treasury Exam (BCLTE)	1 Authenticated Copy for each applicable Eligibility
2.2. Professional Regulation Commission (PRC)	
2.3. Bar	
3. Relevant Training Certificates <i>(Maximum of 120 hours for the last 5 years)</i>	1 Certified Copy each
4. Performance Evaluation for the last two (2) rating periods <i>(Reckoned from the date of recommendation of the Local Chief Executive)</i>	1 Certified Copy each

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Prepared by:

MARLON F. SORIA

City Human Resource Management Officer

Noted by:

ENGR. ALBERT D. CHUA

City Mayor

Date: 03 January 2025