



**CIVIL SERVICE EXAMINATION**

**Re: Conduct of Intermediate Competency  
on Local Treasury Examination**

**Number: 1701331**

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**Promulgated: 20 SEP 2017**

**RESOLUTION**

**WHEREAS**, Article IX-B, Section 2 (2) of the 1987 Philippine Constitution provides that appointments in the civil service shall be made only according to merit and fitness to be determined, as far as practicable, and, except to positions which are policy-determining, primarily confidential or highly technical, by competitive examinations;

**WHEREAS**, the Civil Service Commission (CSC), as the central human resource agency of the government, is mandated by the Constitution to establish a career service for all levels and ranks, prescribe, develop, and conduct civil service examinations as determinants of merit and fitness, and assists other agencies of the government to develop and conduct tests;

**WHEREAS**, Section 12 (7), Chapter 3, Title I (A), Book V of Executive Order No. 292, otherwise known as the Administrative Code of 1987 provides that the CSC shall have the power to control, supervise, and coordinate civil service examinations, and may call upon any entity or official in government to assist in the preparation and conduct of the examinations;

**WHEREAS**, Sections 470 (c) and 471 (b), Article II, Title V of Republic Act No. 7160 otherwise known as The Local Government Code of 1991 provide, among others, that no person shall be appointed treasurer and assistant treasurer unless one is a citizen of the Philippines, a resident of the local government unit concerned, of good moral character, a holder of a college degree preferably in commerce, public administration or law from a recognized college or university, and a first grade civil service eligible or its equivalent. As such, appointment to Local Treasurer and Assistant Local Treasurer positions shall be made by the Secretary of the Department of Finance (DOF);

**Certified True Copy:**

**NOEMI A. BRILLO**

**Supervising Personnel Specialist**

**Commission Secretariat & Liaison Office  
Civil Service Commission**

**Bawat Kawani, Lingkod Bayani**

**WHEREAS**, the DOF is instituting a three-level competency examination and certification policy under its Standardized Examination and Assessment for Local Treasury Service (SEAL) Program which aims to improve the competencies of local treasurers and assistant treasurers, and instill a culture of excellence in local treasury operations service and promote good fiscal governance in the Local Government Units (LGUs);

**WHEREAS**, the SEAL Program of the DOF further seeks to improve its recruitment and selection process so that only highly competent local treasurers or assistant treasurers are suited in the fiscal environment of the LGU they will serve. The Program is a solid and encouraging attempt to further professionalize the ranks of treasurers to improve local governance;

**WHEREAS**, DOF Department Order No. 053-2016 dated October 20, 2016 provides for the proposed qualifications of the examinees for the SEAL 2, Intermediate Competency for Local Treasury Examination (ICLTE). Further, the Department Order states that for Seal 2 (ICLTE), a BCLTE certification shall be a pre-requisite;

**WHEREAS**, the DOF has requested the CSC to develop and conduct the ICLTE;

**WHEREAS**, the Commission finds the request of the DOF meritorious;

**WHEREFORE**, the Commission hereby **RESOLVES**, as follows:

1. Develop and conduct a promotional examination for Local Treasurers which shall be known as the **Intermediate Competency on Local Treasury Examination (ICLTE)**. Thus, only those who meet the admission requirements and DOF guidelines, including a BCLTE Certification, on the date of filing of application, shall be considered to take the ICLTE;
2. Conduct the ICLTE on November 26, 2017;
3. Conduct the ICLTE once every year beginning 2018;
4. Collect from each qualified applicant an examination fee of Php700.00 which may be changed upon appropriate review and determination by the Commission;
5. The ICLTE shall only be appropriate for appointment to higher positions in the local treasury service, and to positions under the Financial Services which do not require the practice of profession and are not covered by Bar/Board or Special Laws, subject to meeting all the qualification requirements of the positions. The list of positions under the Financial Services is attached as Annex A;

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6. Passing the ICLTE shall form part of the assessment of the DOF in the selection, appointment, designation, and promotion to higher positions in the local treasury service.

This Resolution shall take effect fifteen (15) days after publication in a newspaper of general circulation.

Quezon City.

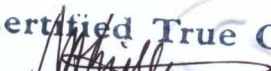
  
**ALICIA dela ROSA-BALA**  
Chairperson

  
**ROBERT S. MARTINEZ**  
Commissioner

  
**LEOPOLDO ROBERTO W. VALDEROSA, JR.**  
Commissioner

Attested by:

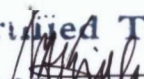
  
**DOLORES B. BONIFACIO**  
Director IV  
Commission Secretariat and Liaison Office

  
**NOEMI A. BRILLO**  
Supervising Personnel Specialist  
Commission Secretariat & Liaison Office  
Civil Service Commission

**POSITION TITLES UNDER THE FINANCIAL SERVICES FOR WHICH  
THE LOCAL TREASURER ELIGIBILITY (LTE) IS APPROPRIATE**

Accounting Analyst	Financial Analyst I
Accounting Specialist I	Financial Analyst II
Accounting Specialist II	Financial Analyst III
Assistant National Cashier	Financial Analyst IV
Auditing Systems Analyst	Financial Analyst V
Auditing Systems Specialist I	Financial and Management Officer I
Auditing Systems Specialist II	Financial Claims Examiner I
Budget Analyst	Financial Claims Examiner II
Budget Officer I	Financial Claims Examiner III
Budget Officer II	Fiscal Controller I
Budget Officer III	Fiscal Controller II
Budget Officer IV	Fiscal Controller III
Budget Officer V	Fiscal Controller IV
Budget Specialist I	Fiscal Controller V
Budget Specialist II	Fiscal Examiner I
Cashier I	Fiscal Examiner II
Cashier II	Fiscal Examiner III
Cashier III	Fiscal Examiner IV
Cashier IV	Fiscal Examiner V
Cashier V	Licensing Officer I
Chief Accounting Specialist	Licensing Officer II
Chief Auditing Systems Specialist	Licensing Officer III
Chief Fidelity Bond Examiner	Licensing Officer IV
Chief Management Specialist	Licensing Officer V
Chief Revenue Officer I	Loan Examiner II
Chief Revenue Officer II	Local Assessment Operations Officer I
Chief Revenue Officer III	Local Assessment Operations Officer II
Chief Revenue Officer IV	Local Assessment Operations Officer III
Chief Tariff Specialist	Local Assessment Operations Officer IV
Chief Tax Specialist	Local Revenue Collection Officer I
Chief Technical Audit Specialist	Local Revenue Collection Officer II
Clearing Officer	Local Revenue Collection Officer III
Credit Officer II	Local Revenue Collection Officer IV
Credit Officer III	Local Revenue Collection Officer V
Fidelity Bond Examiner I	Local Treasury Examiner I
Fidelity Bond Examiner II	Local Treasury Examiner II

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POSITION TITLES UNDER THE FINANCIAL SERVICES FOR WHICH  
THE LOCAL TREASURER ELIGIBILITY (LTE) IS APPROPRIATE

Local Treasury Operations Officer I	State Auditing Examiner I
Local Treasury Operations Officer II	State Auditing Examiner II
Local Treasury Operations Officer III	State Auditor I
Local Treasury Operations Officer IV	State Auditor II
Management Analyst	State Auditor III
Management and Audit Analyst I	State Auditor IV
Management and Audit Analyst II	State Auditor V
Management and Audit Analyst III	Supervising Accounting Specialist
Management and Audit Analyst IV	Supervising Auditing Systems Specialist
Management and Audit Analyst V	Supervising Budget Specialist
Management Specialist I	Supervising Fidelity Bond Examiner
Management Specialist II	Supervising Financial Management Specialist
Revenue Officer I	Supervising Local Treasury Examiner
Revenue Officer II	Supervising Management Specialist
Revenue Officer III	Supervising Tariff Specialist
Revenue Officer IV	Supervising Tax Specialist
Senior Accounting Specialist	Supervising Technical Audit Specialist
Senior Auditing Systems Specialist	Tariff Specialist I
Senior Budget Specialist	Tariff Specialist II
Senior Fidelity Bond Examiner	Tax Specialist I
Senior Local Treasury Examiner	Tax Specialist II
Senior Management Specialist	Technical Audit Analyst
Senior Tariff Specialist	Technical Audit Specialist I
Senior Tax Specialist	Technical Audit Specialist II
Senior Technical Audit Specialist	Treasury Claims Processor I

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