



Republic of the Philippines
DEPARTMENT OF FINANCE
BUREAU OF LOCAL GOVERNMENT FINANCE
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MEMORANDUM CIRCULAR NO. 09-02-2017
25 September 2017

**TO : All BLGF Central and Regional Officials and Employees;
All Local Treasurers and Assistant Local Treasurers;
All Assessors and Assistant Assessors; and Others Concerned**

**SUBJECT : Civil Service Commission (CSC) Resolution Nos. 1701330
and 1701331 on Local Treasury Examinations and Grant of
Local Treasury Eligibility, and CSC Examination Announcement
Nos. 2 and 3, s. 2017**

This Memorandum Circular is issued to inform and guide all concerned of the following issuances of the CSC, relative to the forthcoming local treasury examinations, and the policies, and pertinent announcements related thereto:

1. **CSC Resolution No. 1701330**, dated 20 September 2017 and published in the Philippine Star on 21 September 2017, relative to the **Conduct of Basic Competency on Local Treasury Examination (BCLTE) and the Grant of Local Treasury Eligibility (LTE)**;
2. **CSC Resolution No. 1701331**, dated 20 September 2017 and published in the Philippine Star on 21 September 2017, relative to the **Conduct of Intermediate Competency on Local Treasury Examination (ICLTE)**;
3. **CSC Examination Announcement No. 2, s. 2017**, dated 25 September 2017, relative to the **BCLTE**; and
4. **CSC Examination Announcement No. 3, s. 2017**, dated 25 September 2017, relative to the **ICLTE**.

Upon the effectivity of CSC Resolution No. 1701330, all passers of the BCLTE, including the BCLTE administered in CY2015, will be granted the LTE by the CSC. The LTE shall be an equivalent eligibility to the second level or first grade eligibilities, such as the Career Service Professional, Republic Act (RA) No. 1080 and Presidential Decree (PD) No. 907. However, the said CSC Resolution clarifies that it shall only be appropriate for appointment to Local Treasurer and Assistant Local Treasurer positions, and to positions under the Financial Services which do not require the practice of profession and are not covered by RA No. 1080 and other special laws. Similarly, pursuant to CSC Resolution No. 1701331, those who have passed the BCLTE may already qualify and take the ICLTE, subject to CSC guidelines.

In this regard, all concerned are enjoined to take note of the **simultaneous nationwide conduct of the BCLTE, as a civil service eligibility exam, and the ICLTE, as a promotional exam, on 26 NOVEMBER 2017 (SUNDAY)**. All local treasury and assessment personnel, and other interested LGU employees, are encouraged to apply for the said examinations.

Individuals who are interested to take the BCLTE and ICLTE shall be guided by the aforementioned CSC Examination Announcement Nos. 2 and 3, s. 2017, and shall use the attached application form (CS Form No. 100, Revised September 2016). Additional information and bulletins are available at www.blgf.gov.ph/SEAL.

Both the BCLTE and ICLTE shall form part of the Standardized Examination and Assessment for Local Treasury Service (SEAL) Program of the Department of Finance (DOF) and this Bureau, under DOF Department Order (DO) No. 053.2016, dated 20 October 2016, copy enclosed, the pertinent provisions of which are quoted as follows:

"Section 5. Application of the SEAL Certification in the Appointment and Designation of Local Treasurers and Assistant Treasurers. (a) For purposes of appointing a Local Treasurer or Assistant Treasurer, the corresponding SEAL certification/s identified in Section 2 and Section 4 hereof shall form an integral part of the criteria in selecting and evaluating recommendees for appointment. The weight for SEAL certification shall be given as follows: SEAL 1 Certification (BCLTE) - 20%; SEAL 2 Certification (ICLTE) - 25%; and SEAL 3 Certification (ACLTE) - 30%;

(b) Effective June 2018, all designations and extension of designations shall only be issued to SEAL 1 (BCLTE) certified and recommended designees of the local chief executive (LCE); and

(c) In the event of vacancy of the position of Local Treasurer, the Assistant Treasurer, by rule of succession, whether SEAL 1 (BCLTE) certified or not, shall automatically assume the duties and functions of a Local Treasurer and an appropriate designation may be issued, subject to existing Department regulations.

All concerned are likewise reminded of Section 6 of said DO, regarding the prohibition on any review activities related to the SEAL examinations, to wit:

"Section 6. Responsibilities of the BLGF. xxx...However, the DOF and the BLGF or any of its officials or employees shall not conduct, authorize or participate in any review activities related to the SEAL examinations."

In this connection, all previously authorized capacity building activities scheduled for implementation after the issuance of the said CSC Resolutions shall comply and conform with this Circular, particularly in regard to the abovementioned prohibitions.

The Central and Regional Directors of this Bureau are hereby instructed to widely and immediately disseminate this Circular within their respective jurisdictions.

All concerned shall be guided accordingly.


NIÑO RAYMOND B. ALVINA
OIC Executive Director

Enclosures:

1. **CSC Resolution No. 1701330**, dated 20 September 2017
2. **CSC Resolution No. 1701331**, dated 20 September 2017
3. **DOF Department Order No. 053.2016**, dated 20 October 2016
4. **CSC Examination Announcement No. 02, s. 2017**, dated 25 September 2017
5. **CSC Examination Announcement No. 03, s. 2017**, dated 25 September 2017
6. **Civil Service Examination Form** (CS Form No. 100, Revised September 2016)