



MC No. 29, s. 2017

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; STATE UNIVERSITIES AND COLLEGES; AND GOVERNMENT OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS

SUBJECT : Conduct of Basic Competency on Local Treasury Examinations and Grant of Local Treasurer Eligibility

Under CSC Resolution No. 1701330 dated September 20, 2017, the Commission shall conduct the Basic Competency on Local Treasury Examination (BCLTE) and shall grant the Local Treasurer Eligibility (LTE) to successful examinees.

Individuals who are interested to join the local treasury service shall also be allowed to take the BCLTE provided they meet the admission and qualification requirements of the examination. Said requirements shall be provided in the guidelines to be issued by the CSC.

The BCLTE shall be conducted on November 26, 2017. Two (2) BCLTE shall be administered in 2018, and once every year after 2018.

An examination fee of PhP700.00 shall be collected from each qualified applicant.

Passers of the December 6, 2015 BCLTE shall likewise be granted the LTE. The grant of eligibility to these passers shall take effect fifteen (15) days after publication of abovementioned CSC Resolution in a newspaper of general circulation.

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The LTE shall be an equivalent eligibility to the second level or first grade eligibilities such as the Career Service Professional and RA 1080. It shall only be appropriate for appointment to positions of Local Treasurers, Assistant Local Treasurers, and positions in 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 the positions. The list of positions under the Financial Services is attached as Annex A.

The CSC Resolution No. 1701330 shall take effect on October 6, 2017.


ALICIA dela ROSA-BALA
Chairperson

06 OCT 2017

* CSC Resolution No. 1701330 was published in Philippine Star on September 21, 2017.

ERPO/FMP/LQC/mbm/mgrdc
Desktop\MGRDC EAD\2017 BCLTE_ICLTE_DOFWC_Conduct of BCLTE_Grant of LTE

**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

**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



CIVIL SERVICE EXAMINATION

**Re: Conduct of Basic Competency on
Local Treasury Examination and
Grant of Local Treasurer Eligibility**

Number: 1701330

Promulgated: 20 SEP 2017

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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 assist 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. Under such authority, the CSC, upon the request of the Department of Finance (DOF), conducted the Basic Competency for Local Treasury Examination (BCLTE) on December 6, 2015;

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. Also, appointment to Local Treasurer and Assistant Treasurer positions shall be made by the Secretary of the DOF;

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);

Bawat Kawani, Lingkod Bayani

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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 1, BCLTE and SEAL 2, Intermediate Competency for Local Treasury Examination (ICLTE). Further, the Department Order states that Seal 1 (BCLTE) shall be open to any interested applicant who intends to join the local treasury services;

WHEREAS, the DOF has requested the CSC to develop and conduct again the BCLTE, and to consider the SEAL 1 (BCLTE) as an eligibility examination and grant second level civil service eligibility to successful examinees of the BCLTE;

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

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

1. Develop and conduct an eligibility examination for Local Treasurers which shall be known as the **Basic Competency on Local Treasury Examination (BCLTE)**;

Individuals who are interested to join the local treasury service shall also be allowed to take the BCLTE provided they meet the admission and qualification requirements of the examination. Such requirements shall be provided in a separate guideline to be issued by the CSC.

2. Conduct the BCLTE on November 26, 2017;
3. Conduct two (2) BCLTE in 2018 and once every year thereafter;
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. Grant the **Local Treasurer Eligibility (LTE)** to the passers of the December 6, 2015 BCLTE and to all passers of succeeding BCLTEs. The eligibility that will be granted to passers of the 2015 BCLTE shall take effect fifteen (15) days after publication of this CSC Resolution. That is, the effectivity of the LTE to be conferred the qualifiers will coincide with the effectivity date of this CSC Resolution;



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6. The LTE shall be an equivalent eligibility to the second level or first grade eligibilities such as the Career Service Professional and RA 1080. 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 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.

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

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Budget Specialist II	Fiscal Examiner I
Cashier I	Fiscal Examiner II
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Senior Technical Audit Specialist	Treasury Claims Processor I