



MC No. 30, 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 Intermediate Competency on Local Treasury Examination**

Under CSC Resolution No. 1701331 dated September 20, 2017, the Commission shall conduct a promotional examination for Local Treasurers which shall be known as the Intermediate Competency on Local Treasury Examination (ICLTE). As such, passing the ICLTE shall form part of the assessment of the Department of Finance (DOF) in the hiring, selection, appointment, designation, and promotion to higher positions in the local treasury service.

Individuals who intend to take the ICLTE must meet the admission requirements and DOF guidelines, including a BCLTE Certification on the date of filing of application.

The ICLTE shall be conducted on November 26, 2017. Thereafter, the ICLTE shall be administered once every year beginning 2018.

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

The ICLTE shall only be appropriate for appointment to higher positions in the local treasury service and to 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 of the positions. Further, passing the ICLTE does not confer a civil service eligibility. The list of positions under the Financial Services is attached as Annex A.

The CSC Resolution No. 1701331 shall take effect on October 6, 2017.

  
**ALICIA dela ROSA-BALA**  
Chairperson

**06 OCT 2017**

\* CSC Resolution No. 1701331 was published in Philippine Star on September 21, 2017,

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**Bawat Kawani, Lingkod Bayani**

**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 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);

*(Handwritten mark)*

**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;



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