



Republic of the Philippines  
Department of Finance  
**BUREAU OF LOCAL GOVERNMENT FINANCE**

**Criteria/Requirements on Appointments Of  
Provincial/ City/Municipal Treasurer And Their Assistants  
In The Local Government Unit**

**1. Qualifications of a Treasurer (Provincial/City/Municipal) under Section 470 (c) of the Local Government Code of 1991 (RA 7160) -**

- a) a holder of college degree preferably in commerce, public administration or law from a recognized college or university;
- b) a first grade civil service eligibility or its equivalent;
- c) acquired experience in treasury or accounting service for at least five (5) years in the case of provincial or city treasurer, and three (3) years in the case of the municipal treasurer;
- d) a resident of the local government unit concerned; and
- e) of good moral character.

**2. Qualifications of an Assistant Treasurer (Provincial/City/Municipal) under Section 471 (b) of the Local Government Code of 1991 (RA 7160)-**

- a) a holder of college degree preferably in commerce, public administration or law from a recognized college or university;
- b) a first grade civil service eligible or its equivalent;
- c) acquired experience in treasury or accounting service for at least five (5) years in the case of assistant
- d) provincial/city treasurer, and three (3) years in the case of the assistant municipal treasurer;
- e) a resident of the local government unit concerned; and
- f) of good moral character.

**3. Documentary requirements for appointment of local treasurers –**

- 3.1 For Initial Processing
  - a. Personal Data Sheet
  - b. Service Record
  - c. Performance Ratings ( 2 Semesters)
- 3.2 For Processing of Appointment
  - a. Recommendation letter of the Local Chief Executive (LCE) for at least three (3) recommendees
  - b. Position Description Form (PDF Form 122)
  - c. Civil Service Rating
  - d. Certification of No Pending Administrative Case/Complaint
  - e. Certification on Non-Relationship to Recommending Authority
  - f. Certification of Availability of Funds (Signed by Accountant or Budget Officer)

- g. Medical Certificate
- h. Marriage Contract (Female)
- i. Transcript of Record
- j. Certification of Residency
- k. Statement of Assets and Liabilities
- l. Latest Approved Appointment
- m. NBI Clearance and Ombudsman Clearance
- n. Plantilla of Recommendees
- o. Publication of Vacancy
- p. Performance Ratings (2 Semesters)
- q. Certification of Non-Ranking and Qualified treasury personnel by the Local Chief Executive
- r. Resolution Appropriating Additional Funds (Substitute Appointment)
- s. Acceptance of Lower Salary Rate
- t. Information/Status of the former incumbent

**For more information:**

Please call at Administration Division  
Bureau of Local Government Finance  
8<sup>th</sup> Floor EDPC Bldg., BSP Complex  
Roxas Boulevard, Manila  
Tel. No. 527-28-03  
Telefax No. 527-27-80