DEPARTMENT OF TOURISM Bulletin of Vacant Positions (In Compliance with RA 7041 and

CSC MC No. 27, s. 1991)

(Deadline for accepting applications: 11 August 2017)

No. of Pos.	Position Title	SG	Monthly Salary	Item No.	Office				
1	Administrative Assistant III (Secretary II)	09	P 16,986	OSEC-DOTB- ADAS3-10-2016	Office of the Director, Internal Audit Service				
	Minimum Qualifications :Comp 4 hours of relevant training; C				of relevant experience;				
1	Internal Auditor I	11	P 19,620	OSEC-DOTB- IAUD1-15-2009	Operations Audit Division				
	Minimum Qualifications : Bach Career Service Professional /				e and training not required;				
1	Chief Tourism Operations Officer	24	P 64,416	OSEC-DOTB- CTOO-48-2016	Legislative Liaison Unit				
	4 years of supervisory/manag	Minimum Qualifications :Masteral degree or Certificate in Leadership and Management from the CSC; 4 years of supervisory/management experience; 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years; Career Service Professional /Second Level Eligibility							
1	Senior Tourism Operations Officer	18	P 35,693	OSEC-DOTB- SRTOO-30-2009	Legislative Liaison Unit				
	Minimum Qualifications : Bach 8 hours of relevant training;								
1	Supervising Administrative Officer (HRMO IV)	22	P 52,783	OSEC-DOTB- SADOF-13-2009	Human Resource Division				
	Minimum Qualifications: Bachelor's degree relevant to the job; 3 years of relevant experience; 16 hours of relevant training; CS Professional / Second Level Eligibility								
2	Administrative Officer V (HRMO III)	18	P 35,693	OSEC-DOTB- ADOF5-13-2016 ADOF5-16-2016	Human Resource Division				
	Minimum Qualifications: Bachelor's degree relevant to the job; 2 years of relevant experience; 8 hours of relevant training; Career Service Professional or 2 nd Level Eligibility								
2	Administrative Officer IV (HRMO II)	15	P 27,565	OSEC-DOTB- ADOF4-15-2016 ADOF4-16-2016	Human Resource Division				
	Minimum Qualifications: Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training; Career Service Professional or 2 nd Level Eligibility								
1	Administrative Officer II (HRMO I)	11	P 19,620	OSEC-DOTB- ADOF2-16-2016	Human Resource Division				
	Minimum Qualifications : Bach	nelor's d	ı egree relevan	t to the job; experience	ce and training not required:				

No. of	Position Title	SG	Monthly	Item No.	Office			
Pos.			Salary					
1	Chief Administrative Officer	24	P 64,416	OSEC-DOTB- CADOF-17-2016	Training and Development Division;			
	Minimum Qualifications: Masteral degree or Certificate in Leadership and Management from the CSC; 4 years of supervisory/management experience; 40 hours of supervisory/management learning and develo intervention undertaken within the last 5 years; Career Service Professional / Second Level Eligibility							
1	Supervising Administrative Officer (HRMO IV)	22	P 52,783	OSEC-DOTB- SADOF-18-2016	Training and Development Division			
	Minimum Qualifications: Bachelor's degree relevant to the job; 3 years of relevant experience; 16 hours of relevant training; CS Professional / Second Level Eligibility							
2	Administrative Officer IV (HRMO II)	15	P 27,565	OSEC-DOTB- ADOF4-14-2016 ADOF4-17-2016	Training and Development Division			
	Minimum Qualifications: Bach 4 hours of relevant training; Ca							
1	Administrative Assistant II (HRMA)	08	P 15,818	OSEC-DOTB- ADAS2-29-2009	Training and Development Division			
	Minimum Qualifications: Com 4 hours of relevant training; C							
1	Chief Administrative Officer	24	P 64,416	OSEC-DOTB- CADOF-11-2009	General Services Division			
	Minimum Qualifications : Mas 4 years of supervisory/manage intervention undertaken within	ement e	xperience; 40 l	hours of supervisory/m	nanagement learning and development			
1	Administrative Officer V (Records Officer III)	18	P 35,693	OSEC-DOTB- ADOF5-17-2009	General Services Division			
	Minimum Qualifications : Bach 8 hours of relevant training; Ca							
1	Administrative Officer V (Cashier III)	18	P 35,693	OSEC-DOTB- ADOF5-15-2016	General Services Division			
-	Minimum Qualifications : Bach 8 hours of relevant training; C							
1	Administrative Officer III (Supply Officer II)	14	P 25,290	OSEC-DOTB- ADOF3-18-2016	General Services Division			
	Minimum Qualifications : Bach 4 hours of relevant training; C							
1	Administrative Officer I (Cashier I)	10	P 18,217	OSEC-DOTB- ADOF1-30-2009	General Services Division			
	Minimum Qualifications : Bac Career Service Professional /				ce and training none required;			
1	Administrative Officer I (Records Officer I)	10	P18,217	OSEC-DOTB- ADOF1-32-2009	General Services Division			
	Minimum Qualifications : Bach Career Service Professional /				e and training none required;			
1	Administrative Assistant II (Clerk IV)	08	P 15,818	OSEC-DOTB- ADAS2-26-2009	General Services Division			
	Minimum Qualifications: Com 4 hours of relevant training; C							
1	Administrative Assistant I (Motorpool Supervisor I)	07	P 14,785	OSEC-DOTB- ADAS1-16-2009	General Services Division			
	Minimum Qualifications :Completion of 2 years studies in college ; Experience and training none required; CS (Sub-Professional)/First Level Eligibility)							

No. of Pos.	Position Title	SG	Monthly Salary	Item No.	Office			
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1	Chief Administrative Officer	24	P 64,416	OSEC-DOTB- CADOF-18-2016	Procurement Management Division			
	Minimum Qualifications : Mas 4 years of supervisory/manag intervention undertaken within	ement e	xperience; 40	hours of supervisory/	management learning and development			
1	Administrative Officer V (Supply Officer III)	18	P 35,693	OSEC-DOTB- ADOF5-14-2016	Procurement Management Division			
	Minimum Qualifications : Bac 8 hours of relevant training; C							
1	Administrative Assistant III (Buyer III)	09	P 16,986	OSEC-DOTB- ADAS3-10-2009	Procurement Management Division			
	Minimum Qualifications :Com 4 hours of relevant training;							
1	Administrative Assistant III (Secretary II)	09	P 16,986	OSEC-DOTB- ADAS3-12-2009	Office of the Director, Financial and Management Service			
	Minimum Qualifications :Com 4 hours of relevant training; C				of relevant experience;			
1	Administrative Officer IV (Budget Officer II)	15	P 27,565	OSEC-DOTB- ADOF4-21-2009	Budget Division			
	Minimum Qualifications: Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training; Career Service Professional or 2 nd Level Eligibility							
1	Administrative Officer II (Budget Officer I)	11	P 19,620	OSEC-DOTB- ADOF2-24-2009	Budget Division			
	Minimum Qualifications : Bacl Career Service Professional /				ce and training none required;			
1	Administrative Officer IV	15	P 27,565	OSEC-DOTB- ADOF4-19-2009	Accounting Division			
	Minimum Qualifications: Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training; Career Service Professional or 2 nd Level Eligibility							
1	Administrative Officer II	11	P 19,620	OSEC-DOTB- ADOF2-26-2009	Accounting Division			
	Minimum Qualifications : Bachelor's degree relevant to the job; experience and training not required; Career Service Professional / Second Level Eligibility							
2	Administrative Assistant II (Bookkeeper)	08	P 15,818	OSEC-DOTB- ADAS2-27-2009; OSEC-DOTB- ADAS2-28-2009	Accounting Division			
	Minimum Qualifications : Completion of 2 years studies in college; 1 year of relevant experience; 4 hours of relevant training; Career Service Sub-Professional / 1stLevel Eligibility							
1	Administrative Officer II (Mgmt& Audit Analyst I)	11	P 19,620	OSEC-DOTB- ADOF2-27-2009	Management Division			
	Minimum Qualifications : Back Career Service Professional /				e and training none required;			

No. of Pos.			Monthly		
- J	Position Title	SG	Salary	Item No.	Office
1	Planning Officer V	24	P 64,416	OSEC-DOTB- PLO5-10-2016	Planning Division
	Minimum Qualifications :Maste 4 years of supervisory/managintervention undertaken within	jement	experience; 4	0 hours of supervisor	ry/management learning and development
2	Planning Officer II	15	P 27,565	OSEC-DOTB- PLO2-11-2016 OSEC-DOTB- PLO2-12-2016	Planning Division
	Minimum Qualifications : Bache 4 hours of relevant training; Ca	elor's d areer S	egree relevan ervice Profes	t to the job; 1 year of resional or 2 nd Level Elig	elevant experience; gibility
2	Planning Officer I	11	P 19,620	OSEC-DOTB- PLO1-13-2016 OSEC-DOTB- PLO1-16-2016	Planning Division
	Minimum Qualifications : Bache Career Service Professional / S			t to the job; experience	e and training not required;
1	Planning Officer V	24	P 64,416	OSEC-DOTB- PLO5-11-2016	Monitoring Division
	Minimum Qualifications :Maste 4 years of supervisory/managintervention undertaken within	jement	experience; 4	0 hours of supervisor	ry/management learning and development
2	Planning Officer II	15	P 27,565	OSEC-DOTB- PLO2-13-2016 OSEC-DOTB- PLO2-14-2016	Monitoring Division
	Minimum Qualifications : Bach	elor's d	egree relevan	t to the job; 1 year of r	elevant experience;
	4 hours of relevant training; Ca	reer Se	ervice Profess	sional or 2 nd Level Elig	ibility
2	Planning Officer I	11	P 19,620	OSEC-DOTB- PLO1-14-2016 OSEC-DOTB-	Monitoring Division
2	_	11 elor's d	P 19,620 egree relevan	OSEC-DOTB- PLO1-14-2016 OSEC-DOTB- PLO1-15-2016 t to the job; experience	Monitoring Division
3	Planning Officer I Minimum Qualifications : Bache	11 elor's d	P 19,620 egree relevan	OSEC-DOTB- PLO1-14-2016 OSEC-DOTB- PLO1-15-2016 t to the job; experience	Monitoring Division
	Planning Officer I Minimum Qualifications : Bach Career Service Professional / S Senior Tourism Operations	11 elor's d	P 19,620 egree relevan Level Eligibili P 35,693	OSEC-DOTB-PLO1-14-2016 OSEC-DOTB-PLO1-15-2016 t to the job; experience by OSEC-DOTB-SRTOO-34-2009 SRTOO-21-2009 SRTOO-26-2009 tt to the job; 2 years of	Monitoring Division e and training not required; Policy Formulation and Int'l Cooperation Division relevant experience;
	Planning Officer I Minimum Qualifications : Bach Career Service Professional / S Senior Tourism Operations Officer Minimum Qualifications : Bach	11 elor's d	P 19,620 egree relevan Level Eligibili P 35,693	OSEC-DOTB-PLO1-14-2016 OSEC-DOTB-PLO1-15-2016 t to the job; experience by OSEC-DOTB-SRTOO-34-2009 SRTOO-21-2009 SRTOO-26-2009 tt to the job; 2 years of	Monitoring Division e and training not required; Policy Formulation and Int'l Cooperation Division relevant experience; Eligibility
3	Planning Officer I Minimum Qualifications: Bach Career Service Professional / S Senior Tourism Operations Officer Minimum Qualifications: Bach 8 hours of relevant training;	elor's descond	egree relevan Level Eligibili P 35,693 degree relevar Service Prof	OSEC-DOTB-PLO1-14-2016 OSEC-DOTB-PLO1-15-2016 t to the job; experience by OSEC-DOTB-SRTOO-34-2009 SRTOO-26-2009 It to the job; 2 years of essional or 2 nd Level I OSEC-DOTB-TOO1-50-1998 TOO1-38-1998 It to the job; experience	Monitoring Division e and training not required; Policy Formulation and Int'l Cooperation Division relevant experience; Eligibility Policy Formulation and Int'l Cooperation Division
3	Planning Officer I Minimum Qualifications: Bache Career Service Professional / S Senior Tourism Operations Officer Minimum Qualifications: Bach 8 hours of relevant training; Tourism Operations Officer I Minimum Qualifications: Bach	elor's descond	egree relevan Level Eligibili P 35,693 degree relevar Service Prof	OSEC-DOTB-PLO1-14-2016 OSEC-DOTB-PLO1-15-2016 t to the job; experience by OSEC-DOTB-SRTOO-34-2009 SRTOO-26-2009 It to the job; 2 years of essional or 2 nd Level I OSEC-DOTB-TOO1-50-1998 TOO1-38-1998 It to the job; experience	Monitoring Division e and training not required; Policy Formulation and Int'l Cooperation Division relevant experience; Eligibility Policy Formulation and Int'l Cooperation Division e and training not required;
3	Planning Officer I Minimum Qualifications: Bache Career Service Professional / S Senior Tourism Operations Officer Minimum Qualifications: Bache 8 hours of relevant training; for the service Professional / Senior Tourism Operations	11 elor's d Second 18 elor's c Career 11 elor's c Second	egree relevan Level Eligibili P 35,693 degree relevar Service Prof P 19,620 degree relevar d Level Eligibi P 35,693 egree relevar	OSEC-DOTB-PLO1-14-2016 OSEC-DOTB-PLO1-15-2016 t to the job; experience by OSEC-DOTB-SRTOO-34-2009 SRTOO-21-2009 SRTOO-26-2009 It to the job; 2 years of essional or 2 nd Level I OSEC-DOTB-TOO1-50-1998 TOO1-38-1998 It to the job; experience lity OSEC-DOTB-SRTOO-4-1998 It to the job; 2 years of the job;	Monitoring Division e and training not required; Policy Formulation and Int'l Cooperation Division relevant experience; Eligibility Policy Formulation and Int'l Cooperation Division e and training not required; Tourism Development Planning Division relevant experience;

No. of Pos.	Position Title	SG	Monthly Salary	Item No.	Office			
1	Chief Tourism Operations Officer	24	P 64,416	OSEC-DOTB- CTOO -2-1998	Statistics, Economic Analysis & Info Mgmnt Division			
	Minimum Qualifications : Maste 4 years of supervisory/manag intervention undertaken within t	ement	experience;	40 hours of supervise	ory/management learning and development			
1	Tourism Operations Officer II	15	P 27,565	OSEC-DOTB- TOO2-52-1998	Statistics, Economic Analysis & Information Management Division			
	Minimum Qualifications : Bache 4 hours of relevant training; Ca							
2	Tourism Operations Officer I	11	P 19,620	OSEC-DOTB- TOO1-42-1998 OSEC-DOTB- TOO1-27-2009	Product Planning & Development Division			
	Minimum Qualifications : Bache Career Service Professional / S				e and training not required;			
1	Supervising Tourism Operations Officer	22	P 52,783	OSEC-DOTB- SVTOO-8-1998	Product Monitoring and Evaluation Division			
	Minimum Qualifications: Bache 16 hours of relevant training; CS				f relevant experience;			
1	Administrative Assistant III (Secretary II)	09	P 16,986	OSEC-DOTB- ADAS3-19-2009	Office of the Director, Office of Public Affairs and Communications Management Division			
	Minimum Qualifications :Completion of 2 years studies in college; 1 year of relevant experience; 4 hours of relevant training; CS (Sub-Professional)/First Level Eligibility)							
1	Information Officer I	11	P 19,620	OSEC-DOTB- INFO1-6-2009	Public Affairs and Communications Management Division			
	Minimum Qualifications : Bachelor's degree; experience and training not required; Career Service Professional / Second Level Eligibility							
1	Creative Arts Specialist III	18	P 35,693	OSEC-DOTB- CASL3-47-2016	Advocacy and Creatives Design Division			
	Minimum Qualifications : Bache 8 hours of relevant training; Ca							
1	Creative Arts Specialist II Minimum Qualifications : Bache	15	P 27,565	OSEC-DOTB- CASL2-48-2016	Advocacy and Creative Designs Division			
	4 hours of relevant training; Ca							
1	Administrative Assistant III (Sr Bookkeeper)	09	P 16,986	OSEC-DOTB- ADAS3-140-2016	DOT-Regional Office I (San Fernando La Union)			
	Minimum Qualifications :Comple 4 hours of relevant training; CS				of relevant experience;			
1	Administrative Assistant III (Sr Bookkeeper)	09	P 16,986	OSEC-DOTB- ADAS3-141-2016	DOT-Regional Office II (Tuguegarao, Cagayan)			
	Minimum Qualifications :Comple 4 hours of relevant training; CS				of relevant experience;			

No. of Pos.	Position Title	SG	Monthly Salary	Item No.	Office			
1	Tourism Operations Officer II	15	P 27,565	OSEC-DOTB- TOO2-8-1998	DOT-Cordillera Administrative Region (CAR) Regional Office			
	Minimum Qualifications : Bache 4 hours of relevant training; Ca	elor's de reer Se	egree relevan ervice Profess	t to the job; 1 year of sional or 2 nd Level Elig	relevant experience; jibility			
1	Tourism Operations Officer I	11	P 19,620	OSEC-DOTB- TOO1-19-2009	DOT-Cordillera Administrative Region (CAR) Regional Office			
	Minimum Qualifications: Bachelor's degree relevant to the job; experience and training not required; Career Service Professional / Second Level Eligibility							
1	Tourism Operations Officer I	11	P 19,620	OSEC-DOTB- TOO1-52-2016	DOT-Regional Office III (San Fernando , Pampanga)			
	Minimum Qualifications : Bache Career Service Professional /				e and training not required;			
1	Administrative Assistant III (Sr Bookkeeper)	09	P 16,986	OSEC-DOTB- ADAS3-143-2016	DOT-Regional Office III (San Fernando , Pampanga)			
	Minimum Qualifications :Comp 4 hours of relevant training; CS				of relevant experience;			
1	Administrative Assistant III (Sr Bookkeeper)	09	P 16,986	OSEC-DOTB- ADAS3-11-2016	DOT-Regional Office IV-A (CALABARZON)			
	Minimum Qualifications :Completion of 2 years studies in college; 1 year of relevant experience; 4 hours of relevant training; CS (Sub-Professional)/First Level Eligibility)							
1	Administrative Assistant III (Sr Bookkeeper)	09	P 16,986	OSEC-DOTB- ADAS3-12-2016	DOT-Regional Office IV-B (MIMAROPA)			
	Minimum Qualifications :Comp 4 hours of relevant training; CS				of relevant experience;			
1	Administrative Officer IV	15	P 27,565	OSEC-DOTB- ADOF4-31-2016	DOT-Regional Office VIII (Tacloban City)			
	Minimum Qualifications : Bache 4 hours of relevant training; Ca							
1	Senior Tourism Operations Officer	18	P 35,693	OSEC-DOTB- SRTOO-33-1998	DOT-Regional Office IX (Zamboanga City) Tourism Development and Regulation Division			
	Minimum Qualifications : Bache 8 hours of relevant training; C							
1	Chief Tourism Operations Officer	24	P 64,416	OSEC-DOTB- CTOO -43-2016	DOT-Regional Office XI (Davao City), Tourism Regulation Division			
		experier	nce; 40 hour	s of supervisory/mai	d Management from the CSC; 4 years nagement learning and development nal /Second Level Eligibility			
1	Accountant II	16	P 30,044	OSEC-DOTB- A2-5-1998	DOT-Regional Office XI (Davao City)			
	Minimum Qualifications : Bach 1 year of relevant experience;	4 hours	of relevant tra	aining; RA 1080 (CPA	•			
1	Administrative Assistant III (Sr Bookkeeper)	09	P 16,986	OSEC-DOTB- ADAS3-148-2016	DOT-Regional Office XI (Davao City)			
	Minimum Qualifications :Completion of 2 years studies in college; 1 year of relevant experience; 4 hours of relevant training; CS (Sub-Professional)/First Level Eligibility)							

No. of Pos.	Position Title	SG	Monthly Salary	Item No.	Office			
1	Administrative Assistant III (Sr Bookkeeper/Buyer II)	09	P 16,986	OSEC-DOTB- ADAS3-13-2016	DOT-Regional Office XIII (Butuan City)			
Minimum Qualifications :Completion of 2 years studies in college; 1 year of relevant experience; 4 hours of relevant training; CS (Sub-Professional)/First Level Eligibility)								
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1	Tourism Operations Asistant	07	P 14,785	OSEC-DOTB- TOA-6-2000	Project and Investment Evaluation Division			
	Minimum Qualifications: Completion of 2 years studies in college; Experience and training none required; CS (Sub-Professional)/First Level Eligibility)							
1	Tourism Operations Asistant	07	P 14,785	OSEC-DOTB- TOA-6-1998	Standards Monitoring and Enforcement Division			
	Minimum Qualifications : Compl CS (Sub-Professional)/First Lev			lies in college ; Experi	ence and training none required;			

For more details, please visit DOT website: www.tourism.gov.ph and JobStreet.com . Deadline for submission of applications to the Human Resource Division (HRD) is on 11 August 2017.

Requirements:

For insider applicants:

- 1. Updated and duly accomplished Personal Data Sheet (CS Form No. 212 revised 2017with summary of work experience using the prescribed Work Experience Sheet (WES) and latest passport size ID picture
- 2. Copy of Individual Performance Commitment and Review (IPCR); for the last two (2) rating periods
- 3. Application letter indicating the position/s being applied for

For outsider applicants:

- 1. Letter of Intent addressed to The Chief, Human Resource Division;
- 2. Latest Personal Data Sheet (for existing government employees only)/Resume with latest passport size ID picture(for non-government employees)
- 3. Individual Performance Commitment and Review (IPCR) for the last rating period (for existing Government employees only);
- 4. Detailed work experience;
- 5. Certified authenticated copy of Career Service Eligibility;
- 6. Certificate/s of Employment;
- 7. Certificate/s of Relevant Training/Seminars Attended;
- Certified true copy of Masteral Degree; OR CSC Certificate in Leadership and Management (for Division Chief position only)
- 9. Certified true copy of Transcript of Records

Note:

- > All applicants must be proficient in computer operations.
- Incomplete documents/requirements shall not be accepted.
- > All next-in-rank employees who would not submit their applications are advised to submit a waiver.