

Republic of the Philippines  
**DEPARTMENT OF TOURISM**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF TOURISM in the CSC website:

  
SOFIA C. PAGSUYUIN

HRMO

Date: **October 13, 2020**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Accountant IV	OSEC-DOTB-A4-1-1998	22	66867	Bachelor's degree in Commerce/Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080 (CPA)	N/A	Accounting Division

Interested and qualified applicants should signify their interest in writing (indicate the position, item number and name of the office/division where the vacancy is). Attach the following documents to the application letter and send to the address below not later than **October 30, 2020**.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet (WES) and recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records; and
5. Photocopy of Training Certificates.

\* Original documents must be on hand and ready once requested

Note:  
Applicants must submit one (1) set of documents for every position being applied for.

**QUALIFIED APPLICANTS** are advised to address their letter of intent to the following addressee and send through courier/email their application to:

**SOFIA C. PAGSUYUIN**  
Chief, Human Resource Division  
Department of Tourism, 351 Sen. Gil Puyat Avenue, Makati City 1200  
DOT\_recruitment@tourism.gov.ph

Reminder:  
For applications sent through email, the subject should be read as: "**Position applied for <space> item no. <space> Full Name of Applicant**" (e.g. Tourism Operations Officer I OSEC-DOTB-TOO2-67-1998 Juan J. Dela Cruz).  
**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**  
All next-in-rank employees who would not submit their applications are advised to submit a waiver.