

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

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CSFO-DBP, Makati City

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Sofia C. Pagsuyuin
By: _____

SOFIA C. PAGSUYUIN
HRMO

Date: March 8, 2021

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:

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	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-2-1998	24	86742	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management training/ learning and development intervention	4 years of supervisory/ management experience	CS Professional/ Second Level Eligibility	N/A	Statistics, Economic Analysis & Information Management Division
2	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-34-2009	24	86742	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management training/ learning and development intervention	4 years of supervisory/ management experience	CS Professional/ Second Level Eligibility	N/A	Advocacy and Creative Designs Division
3	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-38-2016	24	86742	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management training/ learning and development intervention	4 years of supervisory/ management experience	CS Professional/ Second Level Eligibility	N/A	Tourism Regulation Division, Regional Office VI
4	Attorney IV	OSEC-DOTB-ATY4-1-1998	23	76907	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080	N/A	Legal Review, Research and Documentation Division
5	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-22-1998	22	68415	Bachelor's degree relevant to the job	18 hours of relevant training	3 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Tourism Development Planning Division
6	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-5-2020	22	68415	Bachelor's degree relevant to the job	18 hours of relevant training	3 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Program Coordination and Implementation Division
7	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-1-2021	22	68415	Bachelor's degree relevant to the job	18 hours of relevant training	3 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Manpower Planning and Monitoring Division
8	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-5-2020	18	43681	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Project Management and Coordination Division
9	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-6-2020	18	43681	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Program Coordination and Implementation Division
10	Planning Officer III	OSEC-DOTB-PLO3-9-2020	18	43681	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Monitoring Division
11	Accountant II	OSEC-DOTB-A2-11-1998	16	36628	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)	N/A	Office of the Director, Regional Office IV-A

12	Accountant II	OSEC-DOTB-5-2013	A2	16	36628	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)	N/A	Office of the Director, Regional Office IV-B
13	Tourism Operations Officer II	OSEC-DOTB-TOO2-7-2020		15	33575	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Program Coordination and Implementation Division
14	Administrative Officer IV	OSEC-DOTB-ADOF4-27-2016		15	33575	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Office of the Director, Regional Office IV-B
15	Administrative Officer IV	OSEC-DOTB-ADOF4-30-2016		15	33575	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Office of the Director, Regional Office VII
16	Tourism Operations Officer I	OSEC-DOTB-TOO1-8-2020		11	23877	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Program Coordination and Implementation Division
17	Administrative Assistant III (Senior Bookkeeper)	OSEC-DOTB-ADAS3-14-2009		09	19593	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Profesional/ First Level Eligibility	N/A	Accounting Division
18	Administrative Assistant III (Senior Bookkeeper)	OSEC-DOTB-ADAS3-15-2009		09	19593	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Profesional/ First Level Eligibility	N/A	Accounting Division
19	Administrative Assistant III [Senior Bookkeeper]	OSEC-DOTB-ADAS3-142-2016		09	19593	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Profesional/ First Level Eligibility	N/A	Office of the Director, Cordillera Administrative Region (CAR) Regional Office
20	Administrative Assistant II [HRMA]	OSEC-DOTB-ADAS2-24-2009		8	18251	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Profesional/ First Level Eligibility	N/A	Human Resource 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 **March 23, 2021**.

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;
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. PAGSUQUIN
 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.