


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 1, 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	Chief Administrative Officer [Budget Officer V]	OSEC-DOTB-CADOF-12-2009	24	85074	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	Budget Division
2	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-47-2016	24	85074	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	Manpower Planning and Monitoring Division
3	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-28-2016	24	85074	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	Standards Monitoring and Enforcement Division
4	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-34-2009	24	85074	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
5	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-38-2016	24	85074	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
6	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-40-2016	24	85074	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 Development & Regulation Division, Regional Office VIII
7	Internal Auditor IV	OSEC-DOTB-IAUD4-10-2009	22	66867	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Management Audit Division
8	Internal Auditor IV	OSEC-DOTB-IAUD4-11-2009	22	66867	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Operations Audit Division
9	Attorney III	OSEC-DOTB-ATY3-1-1998	21	59353	Bachelor of Law	4 hours of relevant training	1 year of relevant experience	RA 1080 (BAR)	N/A	Administrative Investigation, Adjudication and Counseling Division

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10	Information Systems Analyst III	OSEC-DOTB-INFO3-25-2016	19	46791	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Information Technology Division
11	Information Officer III	OSEC-DOTB-INFO3-54-2016	18	42159	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Advocacy and Creative Designs Division
12	Information Officer III	OSEC-DOTB-INFO3-3-1998	18	42159	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Public Affairs and Communication Management Division
13	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-27-2009	18	42159	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Product Monitoring and Evaluation Division
14	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-49-2016	18	42159	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Manpower Planning and Monitoring Division
15	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-28-2009	18	42159	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Standards Monitoring and Enforcement Division
16	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-17-1998	18	42159	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Tourism Development & Regulation Division, Cordillera Administration Region (CAR)
17	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-11-1998	18	42159	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Tourism Development Division, Regional Office I
18	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-14-1998	18	42159	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Tourism Regulation Division, Regional Office I
19	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-32-2009	18	42159	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Tourism Development Division, Regional Office VI
20	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-31-1998	18	42159	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Tourism Regulation Division, Regional Office VII
21	Information Systems Analyst II	OSEC-DOTB-INFO3A2-26-2016	16	35106	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Information Technology Division
22	Accountant II	OSEC-DOTB-A2-11-1998	16	35106	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
23	Accountant II	OSEC-DOTB-A2-5-2013	16	35106	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

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24	Accountant II	OSEC-DOTB-A2-13-1998	16	35106	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 VI
25	Accountant II	OSEC-DOTB-A2-6-1998	16	35106	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 XII
26	Tourism Operations Officer II	OSEC-DOTB-TOO2-45-2016	15	32053	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Legislative Liaison Unit
27	Administrative Officer IV [HRMO II]	OSEC-DOTB-ADOF4-15-2016	15	32053	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Human Resource Division
28	Planning Officer II	OSEC-DOTB-PLO2-10-2020	15	32053	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Monitoring Division
29	Planning Officer II	OSEC-DOTB-PLO2-11-2020	15	32053	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Monitoring Division
30	Administrative Officer IV [Management & Audit Analyst II]	OSEC-DOTB-ADOF4-24-2009	15	32053	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Management Division
31	Tourism Operations Officer II	OSEC-DOTB-TOO2-2-1998	15	32053	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Manpower Planning and Monitoring Division
32	Tourism Operations Officer II	OSEC-DOTB-TOO2-53-1998	15	32053	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Statistics, Economic Analysis & Information Management Division
33	Tourism Operations Officer II	OSEC-DOTB-TOO2-46-2016	15	32053	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Product Planning & Development Division
34	Tourism Operations Officer II	OSEC-DOTB-TOO2-46-1998	15	32053	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Project and Investment Evaluation Division
35	Tourism Operations Officer II	OSEC-DOTB-TOO2-28-2016	15	32053	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Tourism Regulation Division, Regional Office III
36	Administrative Officer IV	OSEC-DOTB-ADOF4-30-2016	15	32053	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
37	Tourism Operations Officer II	OSEC-DOTB-TOO2-35-2016	15	32053	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Tourism Development and Regulation Division, Regional Office IX
38	Tourism Operations Officer II	OSEC-DOTB-TOO2-40-1998	15	32053	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Tourism Regulation Division, Regional Office XI

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39	Administrative Officer II [Budget Officer I]	OSEC-DOTB-ADOF2-24-2009	11	22316	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Budget Division
40	Tourism Operations Officer I	OSEC-DOTB-TOO1-50-1998	11	22316	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Policy Formulation and International Cooperation Division
41	Tourism Operations Officer I	OSEC-DOTB-TOO1-27-2009	11	22316	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Product Planning & Development Division
42	Tourism Operations Officer I	OSEC-DOTB-TOO1-5-1998	11	22316	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Regulation Division, National Capital Region (NCR)
43	Tourism Operations Officer I	OSEC-DOTB-TOO1-33-2009	11	22316	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Regulation Division, Regional Office I
44	Tourism Operations Officer I	OSEC-DOTB-TOO1-32-2016	11	22316	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Development Division, Regional Office III
45	Tourism Operations Officer I	OSEC-DOTB-TOO1-36-2016	11	22316	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Regulation Division, Regional Office V
46	Tourism Operations Officer I	OSEC-DOTB-TOO1-37-2016	11	22316	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Development Division, Regional Office VI
47	Tourism Operations Officer I	OSEC-DOTB-TOO1-30-1998	11	22316	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Development Division, Regional Office VII
48	Tourism Operations Officer I	OSEC-DOTB-TOO1-43-2016	11	22316	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Development and Regulation Division, Regional Office IX
49	Tourism Operations Officer I	OSEC-DOTB-TOO1-46-2016	11	22316	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Regulation Division, Regional Office XI
50	Tourism Operations Officer I	OSEC-DOTB-TOO1-48-2016	11	22316	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Development & Regulation Division, Regional Office XII
51	Administrative Assistant III [Secretary II]	OSEC-DOTB-ADAS3-12-2009	09	18784	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional/ First Level Eligibility	N/A	Office of the Director, Financial and Management Service
52	Administrative Assistant III [Senior Bookkeeper]	OSEC-DOTB-ADAS3-142-2016	09	18784	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional/ First Level Eligibility	N/A	Office of the Director, Cordillera Administration Region (CAR)
53	Administrative Assistant III [Secretary II]	OSEC-DOTB-ADAS3-26-2009	09	18784	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional/ First Level Eligibility	N/A	Office of the Director, Regional Office VI

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54	Administrative Assistant III [Secretary II]	OSEC-DOTB-ADAS3-33-2009	09	18784	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional/ First Level Eligibility	N/A	Office of the Director, Regional Office XII

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 16, 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  
Kindly send the documents at [DOT\\_recruitment@tourism.gov.ph](mailto:DOT_recruitment@tourism.gov.ph) only.*

**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](mailto: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.