


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

DBP MAY-14-2019 02:59PM

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: 14 May 2019

No.	Position Title	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-40-2016	24	83,406.00	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility	N/A	Tourism Development & Regulation Division, Regional Office VIII
2	Planning Officer V	OSEC-DOTB-PL05-11-2016	24	83,406.00	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility	N/A	Monitoring Division
3	Administrative Officer V [HRMO III]	OSEC-DOTB-ADOF5-15-2009	18	40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Human Resource Division
4	Accountant II	OSEC-DOTB-A2-5-1998	16	33,584.00	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 XI
5	Administrative Officer IV	OSEC-DOTB-ADOF4-29-2016	15	30,531.00	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 V
6	Information Officer I	OSEC-DOTB-INFO1-6-2009	11	20,754.00	Bachelor's degree	None required	None required	CS Professional/ Second Level Eligibility	N/A	Public Affairs and Communications Management Division
7	Administrative Assistant III (Secretary II)	OSEC-DOTB-ADAS3-9-2009	09	17,975.00	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, Administrative Service
8	Administrative Assistant II (Clerk IV)	OSEC-DOTB-ADAS2-48-2016	08	16,758.00	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	Legal Review, Research and Documentation Division
9	Administrative Assistant II (HRMA)	OSEC-DOTB-ADAS2-29-2009	08	16,758.00	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	Training and Development 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 **27 May 2019**.

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 hand in or 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.