

TOURISM PROMOTIONS BOARD
JOB OPPORTUNITY
(Contract of Service)
as of 12 July 2023

**OFFICE OF THE DEPUTY CHIEF OPERATING OFFICER
FOR CORPORATE AFFAIRS**

Administrative Assistant SG 11

Education: Bachelor's degree
Experience: None required
Training: None required
Eligibility: Career Service (Professional)
 Second Level Eligibility

*****Nothing follows*****

Interested applicants are requested to submit the following documents for proper evaluation/assessment:

- ✓ Letter of Intent
- ✓ [Personal Data Sheet](#)
- ✓ [Work Experience Sheet](#) *(if applicable)*
- ✓ Diploma
- ✓ Transcript of Records
- ✓ Authenticated Copy of the Certification of CSC Eligibility or Bar/Board Eligibility (R.A. 1080)
- ✓ Copy of Certificate/s of Completion for Trainings Attended *(if any)*

Kindly submit the scanned/soft copies in PDF file format of the abovementioned documents to the Personnel and Human Resources Development Division (PHRDD) at the email address: vacancies@mis.tpb.gov.ph not later than **22 July 2023**.

The TPB strictly adheres to the EEO policy and highly encourages all interested and qualified applicants including persons with disability, members of the Indigenous Communities, and those from any Sexual orientation and gender identities and expression (SOGIE). In keeping with this conviction, TPB likewise adheres to the principles of merit, fitness, and equality in all its RSP processes.

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ADMINISTRATIVE DEPARTMENT

Procurement and General Services Division

Driver **SG 8**

Education: High School Graduate
Experience: 1 year of relevant experience
Training: None required
Eligibility: Valid Professional Driver's License

*****Nothing follows*****

Interested applicants are requested to submit the following documents for proper evaluation/assessment:

- ✓ Letter of Intent
- ✓ [Personal Data Sheet](#)
- ✓ [Work Experience Sheet](#)
- ✓ Diploma
- ✓ Transcript of Records
- ✓ Copy of Valid Professional Driver's License

Kindly submit the hard copies of the abovementioned documents to the Personnel and Human Resources Development Division (PHRDD) not later than **22 July 2023**.

TPB strictly adheres to the EEO policy and highly encourages all interested and qualified applicants including persons with disability, members of the Indigenous Communities, and those from any Sexual orientation and gender identities and expression (SOGIE). In keeping with this conviction, TPB likewise adheres to the principles of merit, fitness, and equality in all its RSP processes.