

**TOURISM PROMOTIONS BOARD**  
**JOB OPPORTUNITIES**  
*(Contract of Service)*  
*as of 17 August 2023*

**FINANCE DEPARTMENT**

**Accounting Division**

**(2) Financial Analyst I                      SG 13**

Education: Bachelor's degree relevant to the job  
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](mailto:vacancies@mis.tpb.gov.ph) no later than **26 August 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 **26 August 2023**.

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