

TOURISM PROMOTIONS BOARD
JOB OPPORTUNITY
(Contract of Service)
as of 20 November 2023

**OFFICE OF THE DEPUTY CHIEF OPERATING OFFICER
FOR MARKETING AND PROMOTIONS**

Administrative Officer III SG 18

Education: Bachelor's degree
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
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@tpb.gov.ph no later than **30 November 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.