

**TOURISM PROMOTIONS BOARD**  
**VACANT POSITIONS**  
*as of 26 January 2024*

**OFFICE OF THE DEPUTY COO FOR MARKETING AND PROMOTIONS**

**DOMESTIC PROMOTIONS DEPARTMENT**

**Secretary I SG-7 / JG-5**

Education: Completion of two years studies in college  
Experience: None required  
Training: None required  
Skills:

- **Core Competencies:**  
Professionalism, Integrity, and Initiative
- **Technical Competencies:**  
Attention to Details, Effective Communication, Information and Knowledge Management

Eligibility: Career Service (Subprofessional)  
First Level Eligibility

**MARKETING COMMUNICATIONS DEPARTMENT**

**BRAND MANAGEMENT AND ADVERTISING DIVISION**

**Information Officer V SG-24 / JG-12**

Education: Master's degree or Certificate in Leadership and Management from the CSC  
Experience: 4 years of supervisory/management experience  
Training: 40 hours of supervisory/management learning and development intervention  
Skills:

- **Core Competencies:**  
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**  
Building Collaborative and Inclusive Networks, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Critically, Creating and Nurturing a High Performing Organization
- **Technical Competencies:**  
Corporate Planning and Governance, Marketing Proficiency

Eligibility: Career Service (Professional)  
Second Level Eligibility

## **MEDIA RELATIONS AND COMMUNICATIONS DIVISION**

### **Public Relations Officer V**

**SG-24 / JG-12**

Education: Master's degree or Certificate in Leadership and Management from the CSC  
Experience: 4 years in position/s involving management and supervision  
Training: 40 hours of supervisory/management learning and development intervention  
Skills:

- **Core Competencies:**  
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**  
Building Collaborative and Inclusive Networks, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Critically, Creating and Nurturing a High Performing Organization
- **Technical Competencies:**  
Corporate Planning and Governance, Marketing Proficiency

Eligibility: Career Service (Professional)  
Second Level Eligibility

## **OFFICE OF THE DEPUTY COO FOR CORPORATE AFFAIRS**

### **FINANCE DEPARTMENT**

#### **Department Manager III**

**SG-26 / JG-15**

Education: Master's degree or Certificate in Leadership and Management from the CSC  
Experience: 5 years of supervisory/management experience  
Training: 120 hours of managerial training  
Skills:

- **Core Competencies:**  
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**  
Building Collaborative and Inclusive Networks, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Critically, Creating and Nurturing a High Performing Organization
- **Technical Competencies:**  
Corporate Planning and Governance, Managing Resources

Eligibility: Career Service (Professional)  
Second Level Eligibility

#### **Secretary I**

**SG-7 / JG-5**

Education: Completion of two years studies in college  
Experience: None required  
Training: None required

Skills:

- **Core Competencies:**  
Professionalism, Integrity, and Initiative
- **Technical Competencies:**  
Attention to Details, Effective Communication, Information and Knowledge Management

Eligibility: Career Service (Subprofessional)  
First Level Eligibility

**\*\*\*Nothing follows\*\*\***

Interested applicants are requested to prepare the following documents **in PDF file format** prior to accomplishing the **[TPB Online Application Form](#)**:

- ✓ Letter of Intent
- ✓ [Personal Data Sheet](#)
- ✓ [Work Experience Sheet](#)
- ✓ [Data Privacy Statement and Confidentiality Undertaking](#)
- ✓ 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
- ✓ Copy of Office/ Special Orders (*if applicable, for validation of scope of duties and responsibilities*)
- ✓ Copy of Performance Rating for the last two (2) rating periods (*for validation of actual work performance*)

*\*Incomplete submission of the necessary information and required documents will constrain you from completing the online application form.*

Kindly submit your applications no later than **05 February 2024**.

*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, the TPB likewise adheres to the principles of merit, fitness, and equality in all its RSP processes.*