

**TOURISM PROMOTIONS BOARD  
GCG APPROVED STAFFING PATTERN  
FY 2014**

No. of Position	Position Title	SG
<b>OFFICE OF THE CORPORATE BOARD SECRETARY</b>		
1	Board Secretary V	24
1	Agenda/Minutes Officer I	11
1	Driver II <u>b/</u>	4
3	Sub-total, OCBS	
<b>Internal Audit Office</b>		
1	Internal Auditor V	24
1	Internal Auditor IV	22
1	Internal Auditor II	15
3	Sub-total, IAO	
<b>OFFICE OF THE CHIEF OPERATING OFFICER</b>		
1	Chief Operating Officer	30
1	Executive Assistant IV <u>a/</u>	22
1	Executive Assistant II	17
1	Private Secretary I <u>a/</u>	11
1	Messenger <u>b/</u>	2
1	Driver II <u>a/</u>	4
6	Sub-total, OCOO	
<b>Legal Department</b>		
1	Attorney VI	26
1	Attorney IV	23
1	Attorney II	18
1	Legal Researcher	13
4	Sub-total, LD	
<b>Corporate Planning and Business Development Department</b>		
1	Department Manager III	26

No. of Position	Position Title	SG
1	Planning Officer V	24
1	Development Management Officer IV	22
1	Planning Officer III	18
1	Development Management Officer III	18
1	Development Management Officer II	15
1	Planning Officer II	15
7	Sub-total, CPBDD	
<b>Management Information Systems Department</b>		
1	Department Manager III	26
1	Information Technology Officer III	24
1	Information Technology Officer II	22
1	Information Systems Analyst III	19
1	Computer Maintenance Technologist III	17
1	Information Systems Researcher II <u>b/</u>	14
6	Sub-total, MISO	
<b>23</b>	<b>TOTAL, OCOO</b>	
<b>OFFICE OF THE DEPUTY CHIEF OPERATING OFFICER FOR MARKETING AND PROMOTIONS</b>		
1	Deputy Chief Operating Officer	28
1	Executive Assistant III <u>a/</u>	20
1	Messenger <u>b/</u>	2
1	Driver II <u>a/</u>	4
1	Public Relations Officer I <u>b/</u>	11
5	Sub-total, OACCOOMP	
<b>M.I.C.E Department</b>		
1	Department Manager III	26
1	Secretary I <u>a/</u>	7
2		

No. of Position	Position Title	SG
<b>Sales and Accounts Management Division</b>		
1	Market Specialist V	24
1	Supervising Convention Services Officer	22
3	Senior Convention Services Officer	18
3	Convention Services Officer III	15
8		
<b>Events Marketing and Services Division</b>		
1	Project Development Officer V	24
1	Project Development Officer IV	22
3	Project Development Officer III	18
3	Project Development Officer II	15
8		
18	Sub-total, MD	
<b>International Promotions Department</b>		
1	Department Manager III	26
1	Secretary I <u>a/</u>	7
2		
<b>North Asia Division</b>		
1	Market Specialist V	24
1	Market Specialist IV	22
3	Market Specialist III	18
3	Market Specialist II	15
1	Clerk III <u>b/</u>	6
9		
<b>ASEAN and the Pacific Division</b>		
1	Market Specialist V	24
1	Market Specialist IV	22
3	Market Specialist III	18
3	Market Specialist II	15

No. of Position	Position Title	SG
1	Clerk III <u>b</u> /	6
9		
	<b>Europe, Africa, the Middle East and India Division</b>	
1	Market Specialist V	24
1	Market Specialist IV	22
3	Market Specialist III	18
3	Market Specialist II	15
8		
	<b>The Americas Division</b>	
1	Market Specialist V	24
1	Market Specialist IV	22
3	Market Specialist III	18
3	Market Specialist II	15
8		
36	Sub-total, IPD	
	<b>Domestic Promotions Department</b>	
1	Department Manager III	26
1	Secretary I <u>a</u> /	7
2		
	<b>Sales Division</b>	
1	Market Specialist V	24
1	Market Specialist IV	22
3	Market Specialist III	18
3	Market Specialist II	15
8		
	<b>Industry Relations and Services Division</b>	
1	Project Development Officer V	24
1	Project Development Officer IV	22
3	Project Development Officer III	18

No. of Position	Position Title	SG
3	Project Development Officer II	15
8		
18	Sub-total, DPD	
	<b>Marketing Communications Department</b>	
1	Department Manager III	26
1	Secretary I <u>a</u> /	7
2		
	<b>Brand Management and Advertising Division</b>	
1	Information Officer V	24
1	Information Officer IV	22
1	Advertising Officer III	18
2	Creative Arts Specialist III	18
1	Information Officer III	15
1	Creative Arts Specialist II	15
1	Artist-Illustrator III	11
8		
	<b>Media Relations and Communications Division</b>	
1	Public Relations Officer V	24
1	Public Relations Officer IV	22
2	Public Relations Officer III	18
2	Information Officer III	18
2	Information Officer II	15
1	Photographer III	10
9		
19	Sub-total, MCD	
<b>96</b>	<b>TOTAL, OACOMP</b>	
<b>OFFICE OF THE DEPUTY CHIEF OPERATING OFFICER FOR CORPORATE AFFAIRS</b>		
1	Deputy Chief Operating Officer	28
1	Executive Assistant III <u>a</u> /	20

No. of Position	Position Title	SG
1	Driver II <u>a</u> /	4
1	Messenger <u>b</u> /	2
1	Records Officer I <u>b</u> /	10
5	Sub-total, OACOOCA	
<b>Finance Department</b>		
1	Department Manager III	26
1	Secretary I <u>a</u> /	7
2		
<b>Budget Division</b>		
1	Budget Officer V	24
1	Budget Officer IV	22
1	Budget Officer III	18
2	Budget Officer II	15
5		
<b>Accounting Division</b>		
1	Financial and Management Officer II	24
1	Accountant V	22
1	Financial Analyst III	18
2	Financial Analyst II	15
1	Clerk III <u>b</u> /	6
6		
13	Sub-total, FD	
<b>Administrative Department</b>		
1	Department Manager III	26
1	Secretary I <u>a</u> /	7
2		
<b>Personnel and Human Resources Development Division</b>		
1	Human Resource Management Officer V	24
1	Human Resource Management Officer IV	22

No. of Position	Position Title	SG
1	Human Resource Management Officer III	18
1	Training Specialist III	18
1	Human Resource Management Officer II	15
1	Human Resources Management Assistant <u>b/</u>	8
6		
<b>Procurement and General Services Division</b>		
1	Administrative Officer V	24
1	Administrative Officer IV	22
1	Administrative Services Officer IV	18
1	Property Officer III	18
1	Cashier III	18
2	Administrative Services Officer III	15
1	Property Officer II	14
1	Cashier II	14
1	Buyer V	13
1	Property Custodian <u>b/</u>	8
2	Driver II <u>b/</u>	4
1	Messenger <u>b/</u>	2
14		
22	Sub-total, AD	
<b>40</b>	<b>TOTAL, OACOOCA</b>	
<b>165 <u>c/</u></b>	<b><u>GRAND TOTAL</u></b>	

a/ Incumbents of position are coterminous with the Official being served

b/ Positions coterminous with the incumbent, to be abolished once vacated

c/ Inclusive of 15 affected positions. TPB is only authorized to fill 150 positions which correspond to the total number of position approved for the corporation.

Approved by:



**CESAR L. VILLANUEVA**  
Chairman