

**TOURISM PROMOTIONS BOARD
JOB OPPORTUNITIES
(Contract of Service)
as of 06 February 2024**

MANAGEMENT INFORMATION SYSTEMS DEPARTMENT

Information Technology Officer SG 15

Education: Bachelor's degree relevant to the job
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Professional)
Second Level Eligibility

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

ADMINISTRATIVE DEPARTMENT

PROCUREMENT AND GENERAL SERVICES DIVISION

(3) Administrative Officer II SG 15

Education: Bachelor's degree
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Professional)
Second Level Eligibility

(2) Administrative Officer I SG 13

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 scanned/soft copies in PDF file format of the following documents to the Personnel and Human Resources Development Division (PHRDD) at the email address: vacancies@tpb.gov.ph no later than **16 February 2024**:

- ✓ Letter of Intent
- ✓ [Personal Data Sheet](#)
- ✓ [Work Experience Sheet](#) (*if applicable*)
- ✓ Diploma
- ✓ Transcript of Records
- ✓ 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*)