



# 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: <a href="mailto:vacancies@tpb.gov.ph">vacancies@tpb.gov.ph</a> 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)

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.