

**TOURISM PROMOTIONS BOARD
JOB OPPORTUNITIES
(Contract of Service)
as of 20 February 2024**

MANAGEMENT INFORMATION SYSTEMS DEPARTMENT

Administrative Officer II 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**

FINANCE DEPARTMENT

ACCOUNTING DIVISION

(2) Financial Analyst I SG 13

Education: Bachelor's degree
Experience: None required
Training: None required
Eligibility: Career Service (Professional)
Second Level Eligibility

Administrative Assistant SG 11

Education: Bachelor's degree
Experience: None required
Training: None required
Eligibility: Career Service (Professional)
Second Level Eligibility

BUDGET DIVISION

Budget Officer I SG 13

Education: Bachelor's degree
Experience: None required
Training: None required
Eligibility: Career Service (Professional)
 Second Level Eligibility

ADMINISTRATIVE DEPARTMENT

PERSONEL AND HUMAN RESOURCES DEVELOPMENT DIVISION

Human Resource Management Officer I SG 13

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

Human Resource Management Assistant SG 11

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 **01 March 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.