

**TOURISM PROMOTIONS BOARD
VACANT POSITIONS
as of 20 February 2024**

CORPORATE PLANNING AND BUSINESS DEVELOPMENT DEPARTMENT

Item no. 18 - Planning Officer V SG-24 / JG-12

Education: Master's degree
Experience: 4 years in position/s involving management and supervision
Training: 24 hours of training in management and supervision
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, Information and Knowledge Management

Eligibility: Career Service (Professional)
Second Level Eligibility

OFFICE OF THE DEPUTY COO FOR CORPORATE AFFAIRS

FINANCE DEPARTMENT, BUDGET DIVISION

Item no. 133 - Budget 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:**
Accounting Proficiency, Information and Knowledge Management, Managing Resources, Risk Analysis and Remedies

Eligibility: Career Service (Professional)
Second 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 **01 March 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.