

**TOURISM PROMOTIONS BOARD
JOB OPPORTUNITIES
(Contract of Service)
as of 09 May 2024**

**OFFICE OF THE DEPUTY CHIEF OPERATING OFFICER
FOR MARKETING AND PROMOTIONS**

MARKETING COMMUNICATIONS DEPARTMENT

MEDIA RELATIONS AND COMMUNICATIONS DIVISION

Project Officer III SG 18

- Education: Bachelor's degree relevant to the job
Experience: 2 years of relevant experience
- Using WordPress or similar software
 - Must be able to present at least two (2) written works (published or unpublished, having published is an advantage)
 - At least a year of experience in project management
- Training: 8 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

Administrative Assistant SG 11

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

ADMINISTRATIVE DEPARTMENT

PERSONNEL AND HUMAN RESOURCES DEVELOPMENT DIVISION

Gender and Development (GAD) Specialist 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

Human Resource Management Officer I SG 13 *(Compensation and Benefits Unit)*

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

Human Resource Management Assistant SG 11 *(Compensation and Benefits Unit)*

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

PROCUREMENT AND GENERAL SERVICES DIVISION

Administrative Officer II SG 15 *(Procurement)*

Education: Bachelor's degree
Experience: 1 year of relevant experience *(Government Procurement)*
Training: 4 hours of relevant training *(RA 9184)*
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 **19 May 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.