

**TOURISM PROMOTIONS BOARD
JOB OPPORTUNITIES**
(Contract of Service)
as of 19 June 2024

LEGAL DEPARTMENT

Contract 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

Legal Assistant 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

Secretary SG 11

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

**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- Must be able to present at least two (2) written works (published or unpublished, having published is an advantage)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)

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
Training: 4 hours of relevant training

Eligibility: Career Service (Professional)
Second Level Eligibility

Administrative Officer I **SG 13**
(Property)

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 **29 June 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)*