

**TOURISM PROMOTIONS BOARD
JOB OPPORTUNITIES
(Contract of Service)
as of 24 June 2024**

MANAGEMENT INFORMATION SYSTEMS DEPARTMENT

ADMINISTRATIVE OFFICER II SG 15

Education: Bachelor's degree relevant to the job
Experience: 1 year of relevant experience

Experience and knowledge of the following is an advantage:

- *Doing secretarial work*
- *Records management*
- *Proficient in using computers and the latest technologies*
- *Computer troubleshooting*
- *Web and mobile application development and programming*

Training: 4 hours of relevant training
Eligibility: Career Service (Professional)
Second Level Eligibility

Job Description:

Technical

1. Assist in conducting learning sessions to onboard employees on TPB's current system.
2. Assist with the Department's budget and monitor its utilization in the Procurement and Asset Management System (PAMS).
3. Assist in building and managing the department's planner to monitor the implementation status of Programs/Activities/Projects (PAPs).
4. Assist in monitoring and updating website concerns and issues.
5. Assist in handling the upkeep, integrity, and security of the TPB's Microsoft Active Directory and electronic archiving system.
6. Maintain and update a dashboard reflecting the software subscription renewals and regulatory compliance schedule.

Clerical

1. Monitor official emails for cascading to the proper channel
2. Respond to emails addressed to the department manager or the departmental email and route to the appropriate officer as necessary.
3. Schedule and arrange meetings and appointments.
4. Provide secretariat services during meetings and other departmental events.
5. Record the inbound and outbound movement of documents.
6. Maintain a filing/archiving system for both electronic and hard copies of records.

7. Draft internal communications (i.e., memoranda, cover letters, advisories, etc.).
8. Prepare and monitor the budget utilization requests, disbursement vouchers, liquidation requests, cash advances, reimbursements, and other paperwork.
9. Ensure the availability of department office supplies.
10. Ensure documents are accurate, complete, and properly packaged before endorsement to the department manager or other departments (i.e., date, spelling, tabs, supporting documents, etc.).
11. Perform other functions that may be assigned from time to time.

*****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 **03 July 2024**:

- ✓ Letter of Intent
- ✓ [Personal Data Sheet](#)
- ✓ [Work Experience Sheet](#)
- ✓ 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