

**TOURISM PROMOTIONS BOARD**  
**VACANT POSITIONS**  
*as of 01 July 2024*

**INTERNAL AUDIT OFFICE**

**Item no. 4 – Internal Auditor 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:**  
Conducting Audit Engagement, and Corporate Planning and Governance

Eligibility: Career Service (Professional)  
Second Level Eligibility

**CORPORATE PLANNING AND BUSINESS DEVELOPMENT DEPARTMENT**

**Item no. 17 - Department Manager III** **SG-26 / JG-14**

Education: Master's degree or Certificate in Leadership and Management from the CSC  
Experience: 5 years of supervisory/management experience  
Training: 120 hours of managerial training  
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:**  
Business Development, Corporate Planning and Governance

Eligibility: Career Service (Professional)  
Second Level Eligibility

**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

**MANAGEMENT INFORMATION SYSTEMS DEPARTMENT****Item no. 24 - Department Manager III****SG-26 / JG-14**

Education: Master's degree or Certificate in Leadership and Management from the CSC  
Experience: 5 years of supervisory/management experience  
Training: 120 hours of managerial training  
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:**  
Computer Proficiency, Corporate Planning and Governance

Eligibility: Career Service (Professional)  
Second Level Eligibility

**OFFICE OF THE DEPUTY CHIEF OPERATING OFFICER  
FOR MARKETING AND PROMOTIONS****Item no. 30 – Deputy Chief Operating Officer****SG-28 / JG-16**

Education: Master's degree or Certificate in Leadership and Management from the CSC  
Experience: 5 years of supervisory/management experience  
Training: 120 hours of managerial training  
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:**  
Managing Resources, Marketing Proficiency

Eligibility: Career Service (Professional)  
Second Level Eligibility

## **INTERNATIONAL PROMOTIONS DEPARTMENT**

### **NORTH ASIA DIVISION**

#### **Item no. 62 – Market Specialist II                      SG-15 / JG-10**

Education: Bachelor's degree  
Experience: 1 year of relevant experience  
Training: 4 hours of relevant training  
Skills:

- **Core Competencies:**  
Professionalism, Integrity, and Initiative
- **Technical Competencies:**  
Attention to Details, Corporate Planning and Governance, Effective Communication, Information and Knowledge Management, Marketing Proficiency, Project Management, Execution, and Monitoring, and Project Planning and Evaluation

Eligibility: Career Service (Professional)  
Second Level Eligibility

### **EUROPE, AFRICA, THE MIDDLE EAST AND INDIA DIVISION**

#### **Item no. 75 – Market Specialist III                      SG-18 / JG-11** *(anticipated vacancy)*

Education: Bachelor's degree  
Experience: 2 years of relevant experience  
Training: 8 hours of relevant training  
Skills:

- **Core Competencies:**  
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**  
Building Collaborative and Inclusive Networks, Thinking Strategically and Critically, Creating and Nurturing a High Performing Organization
- **Technical Competencies:**  
Effective Communication, Marketing Proficiency, Project Management, Execution, and Monitoring, and Project Planning and Evaluation

Eligibility: Career Service (Professional)  
Second Level Eligibility

## THE AMERICAS DIVISION

### Item no. 81 - Market Specialist 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:**  
Corporate Planning and Governance, Marketing Proficiency

Eligibility: Career Service (Professional)  
Second Level Eligibility

### Item no. 84 - Market Specialist III

SG-18 / JG-11

Education: Bachelor's degree  
Experience: 2 years of relevant experience  
Training: 8 hours of relevant training  
Skills:

- **Core Competencies:**  
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**  
Building Collaborative and Inclusive Networks, Thinking Strategically and Critically, Creating and Nurturing a High Performing Organization
- **Technical Competencies:**  
Effective Communication, Marketing Proficiency, Project Management, Execution, and Monitoring, and Project Planning and Evaluation

Eligibility: Career Service (Professional)  
Second Level Eligibility

## DOMESTIC PROMOTIONS DEPARTMENT

### INDUSTRY RELATIONS AND SERVICES DIVISION

### Item no. 99 - Project Development Officer V SG-24 / JG-12

Education: Master's degree or Certificate in Leadership and Management from the CSC  
Experience: 4 years in position/s involving management and supervision  
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:**  
Corporate Planning and Governance, Marketing Proficiency

Eligibility: Career Service (Professional)  
Second Level Eligibility

**Item no. 106 - Project Development Officer II                      SG-15 / JG-10**

Education: Bachelor's degree relevant to the job  
Experience: 1 year of relevant experience  
Training: 4 hours of relevant training  
Skills:

- **Core Competencies:**  
Professionalism, Integrity, and Initiative
- **Technical Competencies:**  
Attention to Details, Corporate Planning and Governance, Effective Communication, Information and Knowledge Management, Marketing Proficiency, Project Management, Execution, and Monitoring, and Project Planning and Evaluation

Eligibility: Career Service (Professional)  
Second Level Eligibility

**MARKETING COMMUNICATIONS DEPARTMENT**

**Item no. 107 - Department Manager III                                      SG-26 / JG-15**

Education: Master's degree or Certificate in Leadership and Management from the CSC  
Experience: 5 years of supervisory/management experience  
Training: 120 hours of managerial training  
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, and Marketing Proficiency

Eligibility: Career Service (Professional)  
Second Level Eligibility

## BRAND MANAGEMENT AND ADVERTISING DIVISION

### Item no. 116 - Artist-Illustrator III

SG-11 / JG-8

Education: Completion of two years studies in college or High School Graduate with relevant vocational/trade course

Experience: 2 years of relevant experience

Training: 8 hours of relevant training

Skills:

- **Core Competencies:**  
Professionalism, Integrity, and Initiative
- **Technical Competencies:**  
Attention to Details, Brand Management, Content Publishing, Corporate Planning and Governance, Effective Communication, Information and Knowledge Management, Marketing Proficiency, Media Relations

Eligibility: Career Service (Subprofessional) Draftsman or Illustrator (MC 11, s. 96 - Cat. I)  
First Level Eligibility

## MEDIA RELATIONS AND COMMUNICATIONS DIVISION

### Item no. 118 – Public Relations Officer IV

SG-22 / JG-12

Education: Bachelor's Degree

Experience: 3 years of relevant experience

Training: 16 hours of relevant training

Skills:

- **Core Competencies:**  
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**  
Building Collaborative and Inclusive Networks, Thinking Strategically and Critically, Creating and Nurturing a High Performing Organization
- **Technical Competencies:**  
Attention to Details, Effective Communication, Marketing Proficiency, and Media Relations

Eligibility: Career Service (Professional)  
Second Level Eligibility

### Item no. 120 – Public Relations Officer III

SG-18 / JG-11

*(anticipated vacancy)*

Education: Bachelor's Degree

Experience: 2 years of relevant experience

Training: 8 hours of relevant training

Skills:

- **Core Competencies:**  
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**  
Building Collaborative and Inclusive Networks, Thinking Strategically and Critically, Creating and Nurturing a High Performing Organization

- **Technical Competencies:**  
Attention to Details, Effective Communication, Marketing Proficiency, and Media Relations

Eligibility: Career Service (Professional)  
Second Level Eligibility

## **OFFICE OF THE DEPUTY COO FOR CORPORATE AFFAIRS**

### **FINANCE DEPARTMENT**

#### **Item no. 131 - Department Manager III**

**SG-26 / JG-15**

Education: Master's degree or Certificate in Leadership and Management from the CSC  
Experience: 5 years of supervisory/management experience  
Training: 120 hours of managerial training  
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, and Managing Resources

Eligibility: Career Service (Professional)  
Second Level Eligibility

#### **Item no. 132 - Secretary I**

**SG-7 / JG-5**

Education: Completion of two years studies in college  
Experience: None required  
Training: None required  
Skills:

- **Core Competencies:**  
Professionalism, Integrity, and Initiative
- **Technical Competencies:**  
Attention to Details, Effective Communication, and Information and Knowledge Management

Eligibility: Career Service (Subprofessional)  
First Level Eligibility

## 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

## ADMINISTRATIVE DEPARTMENT

### PERSONNEL AND HUMAN RESOURCES DEVELOPMENT DIVISION

### Item no. 146 - Human Resource Management 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:**  
Corporate Planning and Governance, and Planning, Management, and Evaluation

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 **11 July 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.*