

**TOURISM PROMOTIONS BOARD**  
**JOB OPPORTUNITIES**  
*(Contract of Service)*  
*as of 17 July 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.

**OFFICE OF THE DEPUTY CHIEF OPERATING OFFICER  
FOR CORPORATE AFFAIRS**

**ADMINISTRATIVE DEPARTMENT**

**PERSONNEL AND HUMAN RESOURCES DEVELOPMENT DIVISION**

**Human Resource Management Assistant SG 11**

*(Learning and Development)*

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

**Job Description:**

1. Assist in the preparation of Job Descriptions with the required qualification standards and competency requirements using the prescribed form based on the template of job description per position;
2. Prepare and implement energizers and ice breakers;
3. Assist in the preparation and distribution of training materials, address simple questions and manage group activities;
4. Assist in the administration of pre-designed tests and checks using pre-determined answer keys;
5. Assist in the preparation of necessary reports due for submission;
6. Prepare pertinent HR communications and proposals;
7. Assist in the collection of data from the conduct of competency assessment, behavioral event interviews, surveys, observation, FGDs, etc.
8. Maintain and update database of job descriptions, qualification standards, competency tables and position profiles;
9. Tally data gathered using specified tally sheets;
10. Assist in the collection of data from the conduct of employee engagement surveys and other activities prepared to gauge personnel engagement levels; and
11. Perform such other related functions that may be assigned from time to time.

## ADMINISTRATIVE DEPARTMENT

### 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

#### Job Description

1. Handle procurement requirements of the TPB;
2. Analyze the Purchase Request, Terms of Reference/Technical Specifications and coordinate with the end-user for revisions, if any, prior to advertisement;
3. Advertise and/or post bidding opportunities in PhilGEPS, TPB Bulletin Board and TPB Website (RFQ/ITB/REI, including bidding documents);
4. Post BAC Resolutions, Notice of Award, P.O./Contract, Notice to Proceed to PhilGEPS website;
5. Process purchase orders for all purchasing requirements;
6. Take custody of procurement documents and other records;

Prepare ISO report in a timely manner related to the process.

**\*\*\*Nothing follows\*\*\***

Interested applicants are requested to prepare the following documents **in PDF file format** prior to accomplishing the [TPB Job Opportunities Online Application Form](#)\* no later than **26 July 2024**.<sup>1</sup>

- ✓ Letter of Intent
- ✓ [Personal Data Sheet](#)
- ✓ [Work Experience Sheet](#)
- ✓ [Data Privacy Statement and Confidentiality Undertaking](#)
- ✓ 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 Training Attended (*if applicable*)

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*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.*