

**TOURISM PROMOTIONS BOARD
VACANT POSITIONS
as of 12 August 2024****OFFICE OF THE DEPUTY COO FOR MARKETING AND PROMOTIONS****M.I.C.E DEPARTMENT****EVENTS MARKETING AND SERVICES DIVISION****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

INTERNATIONAL PROMOTIONS DEPARTMENT**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

DOMESTIC PROMOTIONS DEPARTMENT

INDUSTRY RELATIONS AND SERVICES DIVISION

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

BRAND MANAGEMENT AND ADVERTISING DIVISION

Information 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, Marketing Proficiency

Eligibility: Career Service (Professional)
Second Level Eligibility

MEDIA RELATIONS AND COMMUNICATIONS DIVISION

Public Relations 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

*****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 **22 August 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.