

TOURISM PROMOTIONS BOARD
JOB OPPORTUNITY
(Contract of Service)
as of 19 August 2024

OFFICE OF THE CORPORATE BOARD SECRETARY

Board Secretary II SG 17

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

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.