

**TOURISM PROMOTIONS BOARD
JOB OPPORTUNITIES**
(Contract of Service and Project-based)
as of 27 September 2024

CORPORATE PLANNING AND BUSINESS DEVELOPMENT DEPARTMENT

Planning Officer II SG 15

Education: Bachelor's degree preferably with an economics or statistics degree with a background in research and statistical data analysis
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Professional)
Second Level Eligibility

Job Description:

1. Assist the process owner for the ISO process "Handling of Customer Feedback", which will include monitoring and reviewing the submissions of Consolidated Customer Feedback Reports, preparing analysis and presentation decks of feedback results, monitoring the implementation of plans of action, and being assigned as auditee during Internal Quality Audits, Pre-Surveillance Audit, and External Quality Audit;
2. CPBD Focal Person for the preparation and submission of DBM-related reports such as the Budget Accountability Report (BAR) 1 Quarterly Physical Report of Operation, Budget Execution Document (BED) 2 Physical Plan, DBM Form 700, DBM Form A, Climate Change Expenditure Tagging (CCET) Quality Assurance Form, DBM Form 711, among others;
3. CPBD Focal Person for the preparation and submission of relevant reports for the Annual Budgetary Requirements for Senate and House of Representatives;
4. Assist as part of the ISO QMS Secretariat, particularly during the conduct of ISO Focus Group Discussions (FGDs) and Trainings and Workshops
5. Assist in the FGDs with the QMS Facilitator-Coach, planning preparations, and conduct of the Year-end Operational Planning;
6. Assist in the gathering, processing, consolidation, and evaluation of monitoring reports based on QMS, ISO, and SPMS;
7. Assist in the preparing the reportorial requirements for submission to DOT, GCG, COA, DBM, and other regulatory agencies;
8. Assist in preparing communication materials related to ISO, Market Intelligence, Planning, Business Development, CSR and/or as required of the CPBD Department; and
9. Other CPBD tasks as may be assigned from time to time in view of 2024 work output program and project requirements.

MANAGEMENT INFORMATION SYSTEMS DEPARTMENT

Data Controller IV

SG 13

(Project-based)

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

Job Description:

1. Propose a comprehensive plan outlining the steps, tools, and timeline for migrating data from existing systems to the new HRIS;
2. Prepare a report that evaluates the quality of the existing data, identifying any inconsistencies, errors, and gaps that need to be addressed before migration;
3. Execute data cleansing activities to correct errors, remove duplicates, and standardize formats to ensure data integrity;
4. Carry out the migration of all relevant HR data to the new system, ensuring accuracy and completeness as per the established plan;
5. Conduct thorough validation and testing of the migrated data to confirm its correct integrated in the HRIS and that it functions as expected;
6. Document all data handling processes to ensure compliance with relevant regulations, including data protection and privacy laws, and confirm that appropriate security measures are in place; and
7. Prepare a detailed report summarizing the entire migration process, challenges encountered, resolutions implemented, and recommendations for ongoing data management.

DOMESTIC PROMOTIONS DEPARTMENT

SALES DIVISION

Administrative Assistant

SG 11

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

Job Description:

1. Compliance with the requirements:
 - a. Assist in the preparation and monitoring of compliance with the requirements (Internal, ISO, GCG, DBM, DOT, etc.) and ensure submission within the set deadline.

- b. Maintain in a monitoring log sheet of the accomplishment of the division.
- c. Filing of the division's records/documents.
- 2. Monitoring of Outputs:
 - a. Maintain and file the database for the output of the Sales Division programs:
 - a.1. Regional Travel Fair Sales Leads
 - a.2. Domestic Tourism Invitational Program Matrix of destinations
 - a.3. Community-based Tourism Program database of CBT Sites tapped
 - a.4. Philippine Motorcycle Tourism Media Mileage monitoring
 - a.5. Customer Feedback Collation and Reporting
- 3. Administrative support to the division
 - a. Maintain and monitor the calendar of the division's activities
 - b. Provide assistance in the implementation of the division's projects/programs
 - c. Provide assistance in the preparation of documentation
- 4. Perform such other related functions that may be assigned from time to time.

INDUSTRY RELATIONS AND SERVICES DIVISION

Administrative Assistant SG 11

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

Job Description:

- 1. TPB Membership Program
 - a. Assist in the monitoring and processing of TPB Membership applications received.
 - b. Monitor existing TPB Membership database, email, and Viber community
- 2. Compliance with the requirements:
 - a. Assist in the preparation and monitoring of compliance with the requirements (Internal, ISO, GCG, DBM, DOT, etc.) and ensure submission within the set deadline.
 - b. Maintain in a monitoring log sheet of the accomplishment of the division.
 - c. Filing of the division's records/documents.
- 3. Administrative support to the division:
 - a. Maintain and monitor the calendar of the division's activities.
 - b. Provide assistance in the implementation of the division's projects/programs.
 - c. Provide assistance in the preparation of documentation.
- 4. Perform such other related functions that may be assigned from time to time.

MARKETING COMMUNICATIONS DEPARTMENT

MEDIA RELATIONS AND COMMUNICATIONS DIVISION

Project Officer III SG 18

Education: Bachelor's degree relevant to the job
Experience: 2 years of relevant experience

- Using WordPress or similar software
- Must be able to present at least two (2) written works (published or unpublished, having published is an advantage)
- At least a year of experience in project management

Training: 8 hours of relevant training
Eligibility: Career Service (Professional)
Second Level Eligibility

Job Description:

1. Handle of all necessary paperwork and closely coordinate with winning (third party) bidder to ensure that Travel Philippines will continue to function, be maintained and be updated both in the development and content aspects.
2. Oversee that all reports related to the Travel Philippines app are submitted accordingly when needed.
3. Coordinate with private sector, DOT, and other government agencies regarding content submissions and inputting.
4. Strategize ways to add information and ensuring upload of correct information into the app.
5. Work with the content development team to ensure that information in the app is correct/verified.
6. Organize, edit, and write content submissions as needed.
7. Draft the Terms of Reference (TOR) in coordination with the TPB's Management Information Systems Department (MISD) as needed.
8. Implement initiatives related to Travel Philippines in various events.
9. Create presentations, briefers, and the like related to Travel Philippines upon request.
10. Ensure that marketing efforts are fulfilled in coordination with the Deputy Chief Operating Officer for Marketing and Promotions (DCOO-MP).
11. Coordinate with the Chief Operating Officer (COO) as to overall app improvement.

Writer/Editor SG 18

Education: Bachelor's degree (*preferably in Literature or Journalism*)
Experience: at least 3 years of relevant experience

- Strong computer skills—Microsoft Word, Excel, PowerPoint, Acrobat
- Have at least one (1) published article (major broadsheet or mainstream magazine) is an advantage but not required
- Must present two (2) sample written works (published or unpublished)

Training: 8 hours of relevant training
Eligibility: Career Service (Professional)
Second Level Eligibility

Job Description:

1. Write and edit texts/content that are original, engaging, and well-researched.
2. Draft content of information media kits, valuable press releases, social media postings, in other online marketing platforms that promote the Philippines as a destination, and may written work for a given topic (content should be original, engaging and well-researched, adhering to editorial guidelines at all time).
3. Adhere to editorial guidelines.
4. Coordinate with other departments to ensure the accuracy of written work.
5. Proofread written work to correct errors before submission.
6. Work using a content management system.
7. Store copies of completed assignments/written work.
8. Report to the office as required.
9. Perform such other related functions that may be assigned from time to time.
10. Carry out research on assigned topics.
11. Fact-check the information collected during the research process.

Public Relations Officer III SG 18

Education: Bachelor's degree relevant to the job
 Experience: 2 years of relevant experience
 Training: 8 hours of relevant training
 Eligibility: Career Service (Professional)
 Second Level Eligibility

Job Description:

1. Assist the Division Chief and Public Relations Officer IV of the Media Relations and Communications Department.
2. Develop public relations programs including budget control, press release, and promotional activities for implementation.
3. Assist in planning, development and implementation of PR strategies for TPB in relation to its overall communication strategies.
4. Conduct researches, write and distribute press releases to targeted media.
5. Liaise with and answer inquiries from media, individuals and other organizations via telephone or media.
6. Write interesting and effective press releases, and prepare information for media kits, including social correspondences for the Department and for TPB.
7. Manage the PR aspect of a potential crisis situation.
8. Organize and analyze media coverage/s.
9. Plan and coordinate photo opportunities for the PR of TPB.
10. Coordinate with press and mass media, and monitor above-the-line marketing and promotion performance.
11. Liaise with the official Media planning agency relative to placement requirements and evaluation of media proposals for TPB.
12. Organize media familiarization trips in close coordination with market teams and other external agencies concerned.
13. Establish, maintain, and strengthen the relationships of TPB with media partners (networks, publications, digital platforms, bloggers, PR agencies, and other media personalities).
14. Perform such other related functions that may be assigned from time to time.

Information Officer III

SG 18

Education: Bachelor's degree relevant to the job
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Eligibility: Career Service (Professional)
Second Level Eligibility

Job Description:

1. Assist the Department Manager and the Division Chiefs in the Department in communicating the marketing strategies.
2. Conduct research, write, and distribute press releases or articles on plans and programs of activities to targeted media.
3. Conduct research and prepare content for brochures in close coordination with the Creative Agency or in-house MARCOM Creative Artists.
4. Prepare and supervise the production of press releases, publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films, and multimedia programmers.
5. Write, proofread, and edit content for brochures, press releases, creative briefs, website information, and other social networking sites.
6. Assist in conducting press conferences, media familiarization tours, and press blitzes in close coordination with market teams and other external departments/ agencies concerned.
7. Liaise with the official media planning agency and PR agency relative to requirements needed in each placement, advertorials, etc., and ensure timely release of these materials.
8. Write, proofread, and edit speeches for the Executive Officers of TPB and other external communications of the Department.
9. Perform such other related functions that may be assigned from time to time.

Audio-Visual Aids Technician (Videographer)

SG 15

Education: High School Graduate or Completion of Relevant Vocational/Trade Course
Experience: 3 years of relevant experience
Training: 16 hours of relevant training
Eligibility: Career Service (Professional) Second Level Eligibility or
Equipment Technician (MC 11, s. 96 – Cat. II)

Job Description:

1. Capture high-quality video during organized events, projects, and special activities, ensuring comprehensive documentation for media releases.
2. Maintain and update all videos to ensure easy accessibility for internal and external stakeholders, and compliance with copyright and usage rights through waiver forms.
3. Edit videos to enhance visual appeal and ensure a consistent and polished look across all media channels.
4. Collaborate with the creatives team to seamlessly integrate videos into diverse marketing materials supporting the agency's visual branding and communications strategies.

5. Maintain inventory and perform maintenance tasks necessary to keep all equipment in optimal working condition.
6. Recommend necessary equipment upgrades or acquisitions to keep the agency technologically current and aligned with industry standards.
7. Assist in the preparation of video documentaries in AV presentations.
8. Perform such other related functions that may be assigned from time to time.

Photographer II SG 11

Education: High School Graduate or Completion of Relevant Vocational/Trade Course

Experience: None required

Training: None required

Eligibility: Photographer (MC No. 10, s. 2013-CAT. II)

Job Description:

1. Capture high-quality video during organized events, projects, and special activities, ensuring comprehensive documentation for media releases.
2. Maintain and update all image bank of all photography to ensure easy accessibility for internal and external stakeholders, and compliance with copyright and usage rights through waiver forms.
3. Edit and retouch photographs to enhance visual appeal and ensure a consistent and polished look across all media channels.
4. Collaborate with the creatives team to seamlessly integrate images into diverse marketing materials supporting the agency's visual branding and communications strategies.
5. Maintain inventory and perform maintenance tasks necessary to keep all photography equipment in optimal working condition.
6. Recommend necessary equipment upgrades or acquisitions to keep the agency technologically current and aligned with industry standards.
7. Assist in the preparation of films/slides documentaries in AV presentations.
8. Perform such other related functions that may be assigned from time to time.

FINANCE DEPARTMENT

ACCOUNTING DIVISION

Administrative Assistant SG 11

Education: Bachelor's degree

Experience: None required

Training: None required

Eligibility: Career Service (Professional)
Second Level Eligibility

Job Description:

1. Receive and record incoming communications and documents.
2. Transmit and record outgoing communications and documents.
3. Facilitate the preparation of the Statement of Accounts and Official Receipts.

4. Prepare monthly monitoring and QOMER for the Billing and Collection.
5. Attend to queries such as follow-ups on the status of payments.
6. Assist in the records keeping and proper filing of Liquidation Vouchers.
7. Perform such other related functions that may be assigned from time to time.

ADMINISTRATIVE DEPARTMENT

PERSONNEL AND HUMAN RESOURCES DEVELOPMENT DIVISION

Human Resource Management Assistant SG 13 *(Recruitment, Selection and Promotion)*

Education: Bachelor's degree (*preferably BS/AB Psychology graduate*)
Experience: None required
Training: None required
Eligibility: Career Service (Professional) Second Level Eligibility
preferably a Registered Psychometrician

Job Description:

1. Facilitate the hiring of Contract of Services personnel based on the received approved Personnel Requisition Form.
2. Facilitate the implementation of the Job Internship Program.
3. Facilitate the endorsement of shortlisted candidates to the service provider for the Competency-based Online Assessment and monitor timely release and review the received Full Assessment Report.
4. Maintain, update and enhance necessary recruitment-related documented information (printed or digital), databases, and filing system (physical or digital).
5. Perform such other related functions that may be assigned from time to time.

Human Resource Management Officer I SG 13 *(Compensation and Benefits)*

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

Job Description:

1. Assist in the HRMIS Project Implementation.
2. Assist in ensuring that the requirements of the ISO 9001:2015 standards are being met by the PHRDD.
3. Assist in the documentation of Committee Meetings, Focus Group Discussions, Workshop/Training, and other PHRDD-related secretariat meetings.
4. Perform such other related functions that may be assigned from time to time.

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. Handles procurement requirements of the TPB.
2. Analyze the Purchase Request and terms of reference/technical specifications and coordinate with the end-user for revisions, if any, prior to advertisement.
3. Advertises 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.
7. Prepare ISO report in a timely manner related to the process.
8. Perform such other related functions that may be assigned from time to time.

Administrative Officer I SG 13

(Property)

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

Job Description:

1. Prepare reports of requisition and issue slip monitoring logsheet.
2. Prepare the Report of Supplies and Materials Issued for Office Supplies.
3. Prepare Purchase Requests for PGSD requirements.
4. Receive the deliveries of equipment, office supplies and other materials.
5. Prepare and update the office supplies stock cards.
6. Prepare ISO reports and submit to the Administrative Officer IV on time for preparation of QOMER relative to the process.
7. Perform such other related 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 **05 October 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.