



24 August 2023

MEMORANDUM

TO : ALL DOT PERSONNEL CONCERNED
Central Office, Regional Offices and Foreign Offices

FROM : THE UNDERSECRETARY
Administration and Finance

SUBJECT : ANNOUNCEMENT OF VACANT POSITION

This is to inform and furnish all DOT personnel of the attached vacant Accountant II [SG-16] position in DOT –Regional Office XI that will be filled-up.

All interested and qualified DOT personnel, including next-in-rank to the positions concerned, may submit to the Human Resource Merit Promotion and Selection Board (HRMPSB), thru the Human Resource Division, a Letter of Intent on or before **Monday, 04 September 2023**, together with the following requirements:

- Two (2) copies of duly accomplished CSC form 212 (revised 2017);
- Summary of Work Experience using the prescribed Work Experience Sheet (WES) (attachment to CSC form 212);
- Recent passport-sized ID picture;
- Performance rating for the last Semester (January to June 2023) using the individual Performance Commitment and Review (IPCR) Form;
- Photocopy of Authenticated Certificate of Eligibility; OR
- Valid Professional License (for positions involving practice of profession (i.e. Accountant & Attorney))

Interested applicants may submit their application requirements at email address: dotcareers2022@tourism.gov.ph and accomplish the Online Application Form to complete their application thru the link below:

<https://forms.office.com/r/fYKR3f4nzv>

All next-in-rank personnel who will not submit their applications shall be required to submit a waiver. Non-submission of a waiver shall be construed as non-interest to the position.

For your information.

For *[Signature]*

ATTY. SHEREEN GAIL C. YU-PAMINTUAN

Copy:
Office of the Secretary
HRMPSB Secretariat



LOVE
THE PHILIPPINES



[Signature]
Missy M. [Name]

Republic of the Philippines
DEPARTMENT OF TOURISM
Request for Publication of Vacant Positions

SEP 05 24 2023 03:42PM
E-Office HRM

[Signature]
SOFIA C. PAGSUYUIN

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF TOURISM in the CSC website:

SOFIA C. PAGSUYUIN
HRMO
Date: August 24, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Accountant II	OSEC-DOTB-A2-6-1998	16	39672	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)	N/A	Office of the Director, Regional Office XI

Pursuant to DOT's Equal Employment Opportunity Principle (EEO/P) Policy, we encourage and welcome qualified applicants, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation in compliance with 2017 ORAOHRA (revised 2018) and CSC MC on PRIME-HRM. Interested and qualified applicants should signify their interest in writing (indicate the position, item number and name of the office/division where the vacancy is). Attach the following documents to the application letter and send to the address below not later than **September 4, 2023**.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet (WES) and recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
 2. Performance rating in the last rating period (if applicable);
 3. Photocopy of certificate of eligibility/rating/license;
 4. Photocopy of Transcript of Records; and
 5. Photocopy of Training Certificates.
- * Original documents must be on hand and ready once requested
Note: Applicants must submit one (1) set of documents for every position being applied for.

QUALIFIED APPLICANTS are advised to address their letter of intent to the following addressee and send through courier/email their application to:

SOFIA C. PAGSUYUIN
Chief, Human Resource Division
Department of Tourism, 351 Sen. Gil Puyat Avenue, Makati City 1200
dotcareers2022@tourism.gov.ph

Reminder:
For applications sent through email, the subject should be read as: "Position applied for <space> item no. <space> Full Name of Applicant" (e.g. Tourism Operations Officer | OSEC-DOTB-T002-67-1998 Juan J. Dela Cruz).
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERAINED.
All next-in-rank employees who would not submit their applications are advised to submit a waiver.