

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

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by *Gen. M. Arillo*  
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**SOFIA C. PAGSUYUIN**

**HRMO**

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:

Date:

**03 November 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	Information Technology Officer III	24	OSEC-DOTB-ITO3-23-2009	90078	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management training/ learning and development intervention	4 years of supervisory/ management experience	CS Professional/ Second Level Eligibility	N/A	Information Technology Division
2	Chief Tourism Operations Officer	24	OSEC-DOTB-CTOO-38-2009	90078	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management training/ learning and development intervention	4 years of supervisory/ management experience	CS Professional/ Second Level Eligibility	N/A	Tourism Development Division, Regional Office XI
3	Chief Tourism Operations Officer	24	OSEC-DOTB-CTOO-31-2016	88410	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management training/ learning and development intervention	4 years of supervisory/ management experience	CS Professional/ Second Level Eligibility	N/A	Tourism Development and Regulation Division, Cordillera Administrative Region (CAR) Regional Office
4	Supervising Administrative Officer [Budget Officer IV]	22	OSEC-DOTB-SADOF-14-2009	71511	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Budget Division
5	Supervising Tourism Operations Officer	22	OSEC-DOTB-SVTOO-4-2020	71511	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Project Management and Coordination Division
6	Supervising Tourism Operations Officer	22	OSEC-DOTB-SVTOO-5-2020	71511	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Program Coordination and Implementation Division
7	Information Technology Officer I\	19	OSEC-DOTB-ITO1-24-2009	51357	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Information Technology Division
8	Senior Tourism Operations Officer	18	OSEC-DOTB-SRTOO-41-1998	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Standards Development Division
9	Senior Tourism Operations Officer	18	OSEC-DOTB-SRTOO-53-1998	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Standards Development Division

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10	Senior Tourism Operations Officer	18	OSEC-DOTB-SRTOO-7-1998	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Standards Monitoring and Enforcement Division
11	Senior Tourism Operations Officer	18	OSEC-DOTB-SRTOO-11-1998	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Tourism Development Division, Regional Office I
12	Senior Tourism Operations Officer	18	OSEC-DOTB-SRTOO-40-2016	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Tourism Development and Regulation Division, Regional Office X
13	Administrative Officer IV [Budget Officer II]	15	OSEC-DOTB-ADOF4-21-2009	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Budget Division
14	Tourism Operations Officer II	15	OSEC-DOTB-TOO2-67-1998	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Product Planning and Development Division
15	Tourism Operations Officer II	15	OSEC-DOTB-TOO2-51-1998	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Statistics, Economic Analysis and Information Management Division
16	Tourism Operations Officer II	15	OSEC-DOTB-TOO2-42-1998	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Standards Development Division
17	Tourism Operations Officer II	15	OSEC-DOTB-TOO2-5-1998	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Tourism Development Division, Regional Office I
18	Tourism Operations Officer II	15	OSEC-DOTB-TOO2-9-1998	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Tourism Development and Regulation Division, Cordillera Administrative Region (CAR) Regional Office
19	Tourism Operations Officer II	15	OSEC-DOTB-TOO2-19-1998	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Tourism Regulation Division, National Capital Region (NCR) Regional Office
20	Tourism Operations Officer II	15	OSEC-DOTB-TOO2-3-2021	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Tourism Development and Regulation Division, Regional Office X
21	Tourism Operations Officer II	15	OSEC-DOTB-TOO2-36-2016	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Tourism Development and Regulation Division, Regional Office X
22	Tourism Operations Officer I	11	OSEC-DOTB-TOO1-24-1998	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Project and Investment Evaluation Division

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23	Tourism Operations Officer I	11	OSEC-DOTB-TOO1-46-2016	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Regulation Division, Regional Office XI
24	Tourism Operations Officer I	11	OSEC-DOTB-TOO1-45-2016	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Development Division, Regional Office XI
25	Tourism Operations Officer I	11	OSEC-DOTB-TOO1-44-1998	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Development & Regulation Division, Regional Office XIII
26	Administrative Assistant III (Secretary II)	09	OSEC-DOTB-ADAS3-21-2009	21211	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional/ First Level Eligibility	N/A	Office of the Director, Regional Office I

Pursuant to DOT's Equal Employment Opportunity Principle (EEO) 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 ORAOPRA (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 **November 16, 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](http://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](mailto: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 I OSEC-DOTB-TOO2-67-1998 Juan J. Dela Cruz).

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

All next-in-rank employees who would not submit their applications are advised to submit a waiver.