

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

RECEIVED
CSFO-DBP, Makati City
Date: JUN 14 2023
By: [Signature]
ROSIE D.C. PERLAS
Senior Human Resource Specialist

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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:

[Signature]
SOFIA C. PAGSUQUIN
HRMO

Date: June 14, 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	Administrative Officer V (Supply Officer III)	OSEC-DOTB-ADOF5-19-2009	18	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	General Services Division
2	Administrative Assistant III [Buyer III]	OSEC-DOTB-ADAS3-10-2009	09	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	Procurement Management Division

Pursuant to DOT's Equal Employment Opportunity Principle (EEOP) 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 **June 26, 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. PAGSUQUIN
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 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.