

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

RECEIVED
CSFO-DBP, Makati City
Date: 11 JUN 08 2023
By: [Signature]
SOFIA C. PAGSUYUIN
Senior Human Resource Specialist

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: June 8, 2023

HRMO

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	Attache I	OSEC-DOTB-ACHE1-50-2016	24	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	Seoul (Korea)
2	Attache I	OSEC-DOTB-ACHE1-49-2016	24	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	Osaka (Japan)
3	Attache I	OSEC-DOTB-ACHE1-48-2016	24	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	Sydney (Australia)
4	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-17-1998	24	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	Product Monitoring and Evaluation Division
5	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-5-1998	24	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 Planning Division
6	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-37-2009	24	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 and Regulation Division, Regional Office IV-A
7	Department Legislative Liaison Specialist	OSEC-DOTB-DLLS-1-1998	22	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	Legislative Liaison Unit
8	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-29-1998	22	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 and Investment Evaluation Division

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9	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-20-1998	22	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	Policy Formulation and International Cooperation Division
10	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-21-1998	22	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	Statistics, Economic Analysis & Information Management Division
11	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-36-2016	22	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	Tourism Development and Regulation Division, Regional Office V
12	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-11-1998	22	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	Tourism Development Division, Regional Office VII
13	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-39-2016	22	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	Tourism Development and Regulation Division, Regional Office VIII
14	Attorney III	OSEC-DOTB-ATY3-1-1998	21	63997	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Administrative Investigation, Adjudication and Counselling Division
15	Attorney III	OSEC-DOTB-ATY3-22-2016	21	63997	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Legal Review, Research and Documentation Division
16	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-52-2016	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	New York (USA)
17	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-13-1998	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	Taipei (Taiwan)
18	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-26-2009	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	Policy Formulation and International Cooperation Division
19	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-32-1998	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	Tourism Development and Regulation Division, Regional Office VIII
20	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-33-1998	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	Tourism Development and Regulation Division, Regional Office IX
21	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-37-1998	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	Tourism Development and Regulation Division, Regional Office XII
22	Accountant II	OSEC-DOTB-A2-5-1998	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

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23	Information Systems Analyst II	OSEC-DOTB-INFOSA2-1-1998	16	39672	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Information Technology Division
24	Administrative Officer IV	OSEC-DOTB-ADOF4-29-2016	15	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	Office of the Director, Regional Office V
25	Tourism Operations Officer II	OSEC-DOTB-TOO2-12-1998	15	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 Monitoring and Evaluation Division
26	Tourism Operations Officer II	OSEC-DOTB-TOO2-24-1998	15	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 Monitoring and Enforcement Division
27	Tourism Operations Officer II	OSEC-DOTB-TOO2-61-1998	15	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 Monitoring and Enforcement Division
28	Tourism Operations Officer II	OSEC-DOTB-TOO2-59-1998	15	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 Planning Division
29	Tourism Operations Officer II	OSEC-DOTB-TOO2-6-1998	15	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, Regional Office I
30	Tourism Operations Officer II	OSEC-DOTB-TOO2-65-1998	15	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 II
31	Tourism Operations Officer II	OSEC-DOTB-TOO2-10-1998	15	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 III
32	Tourism Operations Officer II	OSEC-DOTB-TOO2-34-2016	15	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 VIII
33	Tourism Operations Officer II	OSEC-DOTB-TOO2-7-2021	15	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 VIII
34	Tourism Operations Officer II	OSEC-DOTB-TOO2-38-2016	15	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 XI
35	Tourism Operations Officer II	OSEC-DOTB-TOO2-39-2016	15	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, Regional Office XI

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36	Tourism Operations Officer II	OSEC-DOTB-TOO2-4-2021	15	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, Regional Office XI
37	Tourism Operations Officer II	OSEC-DOTB-TOO2-40-2016	15	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 XII
38	Administrative Officer III [Supply Officer II]	OSEC-DOTB-ADOF3-27-2009	14	33843	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Procurement Management Division
39	Internal Auditor I	OSEC-DOTB-IAUD1-14-2009	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Management Audit Division
40	Tourism Operations Officer I	OSEC-DOTB-TOO1-23-1998	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Legislative Liaison Unit
41	Tourism Operations Officer I	OSEC-DOTB-TOO1-50-1998	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Policy Formulation and International Cooperation Division
42	Tourism Operations Officer I	OSEC-DOTB-TOO1-22-2009	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Product Monitoring and Evaluation Division
43	Tourism Operations Officer I	OSEC-DOTB-TOO1-42-1998	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Product Planning and Development Division
44	Tourism Operations Officer I	OSEC-DOTB-TOO1-31-2016	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Development and Regulation Division, Regional Office II
45	Tourism Operations Officer I	OSEC-DOTB-TOO1-19-2009	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Development and Regulation Division, Cordillera Administrative Region (CAR) Regional Office
46	Tourism Operations Officer I	OSEC-DOTB-TOO1-34-2009	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Regulation Division, Regional Office III
47	Tourism Operations Officer I	OSEC-DOTB-TOO1-19-1998	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Development and Regulation Division, Regional Office IV-A

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48	Tourism Operations Officer I	OSEC-DOTB-TOO1-20-2009	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Development and Regulation Division, Regional Office IV-A
49	Tourism Operations Officer I	OSEC-DOTB-TOO1-54-1998	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Development and Regulation Division, Regional Office V
50	Tourism Operations Officer I	OSEC-DOTB-TOO1-30-1998	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Development Division, Regional Office VII
51	Tourism Operations Officer I	OSEC-DOTB-TOO1-37-2009	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Development Division, Regional Office VII
52	Tourism Operations Officer I	OSEC-DOTB-TOO1-40-2016	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Regulation Division, Regional Office VII
53	Tourism Operations Officer I	OSEC-DOTB-TOO1-17-1998	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Development and Regulation Division, Regional Office XII
54	Administrative Officer II	OSEC-DOTB-ADOF2-26-2009	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Accounting Division
55	Administrative Assistant III [Senior Bookkeeper]	OSEC-DOTB-ADAS3-13-2009	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	Accounting Division
56	Administrative Assistant III [Senior Bookkeeper]	OSEC-DOTB-ADAS3-11-2016	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	Office of the Director, Regional Office IV-A
57	Administrative Assistant III [Senior Bookkeeper]	OSEC-DOTB-ADAS3-146-2016	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	Office of the Director, Regional Office VII
58	Administrative Assistant III [Senior Bookkeeper]	OSEC-DOTB-ADAS3-149-2016	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	Office of the Director, Regional Office XII
59	Administrative Assistant III [Secretary II]	OSEC-DOTB-ADAS3-25-2009	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	Office of the Director, Regional Office V
60	Administrative Assistant III [Secretary II]	OSEC-DOTB-ADAS3-30-2009	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	Office of the Director, Regional Office IX
61	Administrative Assistant II [Human Resource Management Assistant]	OSEC-DOTB-ADAS2-24-2009	08	19744	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	Human Resource Division

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62	Administrative Assistant I [Motorpool Supervisor I]	OSEC-DOTB-ADAS1-16-2009	07	18620	Completion of two-year studies in college	None required	None required	CS Sub-Profesional/ First Level Eligibility	N/A	General Services Division
63	Tourism Operations Assistant	OSEC-DOTB-TOA-6-1998	07	18620	Completion of two-year studies in college	None required	None required	CS Sub-Profesional/ First Level Eligibility	N/A	Standards Monitoring and Enforcement Division

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 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 19, 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. PAGESUYUIN

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.