


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

DBP JAN-29-2024 02:27 PM
EVANGELINA D. PRADO

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: 29 January 2024

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	Planning Officer V	OSEC-DOTB-PLO5-10-2016	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	Planning Division
2	Supervising Administrative Officer	OSEC-DOTB-SADOF-12-2009	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	General Services Division
3	Supervising Administrative Officer [Human Resource Management Officer IV]	OSEC-DOTB-SADOF-13-2009	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	Human Resource Division
4	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-9-1998	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 and Regulation Division, Regional Office V
5	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-40-2016	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 IX
6	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-15-1998	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 and Regulation Division, Regional Office X
7	Administrative Officer V [Human Resource Management Officer III]	OSEC-DOTB-ADOF5-16-2009	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	Training and Development Division
8	Creative Arts Specialist III	OSEC-DOTB-CASL3-47-2016	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	Advocacy and Creative Designs Division
9	Planning Officer III	OSEC-DOTB-PLO3-51-2016	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	Planning Division

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)	
10	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-55-1998	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	Market Development Division
11	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-48-1998	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	Statistics, Economic Analysis & Information Management Division
12	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-30-2016	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	Tourism Regulation Division, Regional Office I
13	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-60-1998	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 II
14	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-29-1998	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 Regulation Division, Regional Office VI
15	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-37-2016	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	Tourism Regulation Division, Regional Office VI
16	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-34-1998	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 X
17	Accountant II	OSEC-DOTB-A2-5-1998	16	39672	Bachelor's degree in Commerce/Business Administration major in Accounting	1 year of relevant experience	4 hours of relevant training	RA 1080	N/A	Office of the Director, Regional Office XI
18	Accountant II	OSEC-DOTB-A2-15-1998	16	39672	Bachelor's degree in Commerce/Business Administration major in Accounting	1 year of relevant experience	4 hours of relevant training	RA 1080	N/A	Office of the Director, Regional Office VIII
19	Administrative Officer IV (Human Resource Management Officer II)	OSEC-DOTB-ADOF4-14-2016	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Training and Development Division
20	Administrative Officer IV [Human Resource Management Officer II]	OSEC-DOTB-ADOF4-15-2016	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Human Resource Division
21	Administrative Officer IV [Management & Audit Analyst II]	OSEC-DOTB-ADOF4-23-2009	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Management Division
22	Administrative Officer IV	OSEC-DOTB-ADOF4-34-2016	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Office of the Director, Regional Office XI

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)	
23	Administrative Officer IV	OSEC-DOTB-ADOF4-33-2016	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Office of the Director, Regional Office X
24	Internal Auditor II	OSEC-DOTB-IAUD2-12-2009	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Management Audit Division
25	Internal Auditor II	OSEC-DOTB-IAUD2-13-2009	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Operations Audit Division
26	Information Officer II	OSEC-DOTB-INFO2-31-2009	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Public Affairs and Communication Management Division
27	Information Officer II	OSEC-DOTB-INFO2-56-2016	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Advocacy and Creative Designs Division
28	Tourism Operations Officer II	OSEC-DOTB-TOO2-24-2016	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Statistics, Economic Analysis & Information Management Division
29	Tourism Operations Officer II	OSEC-DOTB-TOO2-17-2009	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Tourism Development Planning Division
30	Tourism Operations Officer II	OSEC-DOTB-TOO2-43-1998	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Tourism Development Division, Regional Office III
31	Tourism Operations Officer II	OSEC-DOTB-TOO2-15-1998	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Tourism Development & Regulation Division, Regional Office IV-A
32	Tourism Operations Officer II	OSEC-DOTB-TOO2-31-2016	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Tourism Development and Regulation Division, Regional Office V
33	Tourism Operations Officer II	OSEC-DOTB-TOO2-32-1998	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Tourism Development Division, Regional Office VI
34	Tourism Operations Officer II	OSEC-DOTB-TOO2-36-1998	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Tourism Regulation Division, Regional Office VII

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)	
35	Tourism Operations Officer II	OSEC-DOTB-TOO2-42-2016	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Tourism Development and Regulation Division, Regional Office XIII
36	Administrative Officer II [Budget Officer I]	OSEC-DOTB-ADOF2-25-2009	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Budget Division
37	Legal Assistant II	OSEC-DOTB-LEA2-21-2016	12	29165	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	Career Service (Professional) Second Level Eligibility	N/A	Administrative Investigation, Adjudication and Counseling Division
38	Planning Officer I	OSEC-DOTB-PLO1-15-2016	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Monitoring Division
39	Planning Officer I	OSEC-DOTB-PLO1-14-2016	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Monitoring Division
40	Planning Officer I	OSEC-DOTB-PLO1-13-2016	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Planning Division
41	Planning Officer I	OSEC-DOTB-PLO1-16-2016	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Planning Division
42	Information Officer I	OSEC-DOTB-INFO1-6-2009	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Public Affairs and Communication Management Division
43	Tourism Operations Officer I	OSEC-DOTB-TOO1-26-2016	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Manpower Planning and Monitoring Division
44	Tourism Operations Officer I	OSEC-DOTB-TOO1-8-2020	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Program Coordination and Implementation Division
45	Tourism Operations Officer I	OSEC-DOTB-TOO1-37-1998	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Statistics, Economic Analysis & Information Management Division
46	Tourism Operations Officer I	OSEC-DOTB-TOO1-8-1998	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Development Planning Division

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)		
47	Tourism Operations Officer I	OSEC-DOTB-TOO1-32-2016	11	27000	Bachelor's degree relevant to the job	None required	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Development Division, Regional Office III
48	Tourism Operations Officer I	OSEC-DOTB-TOO1-34-2016	11	27000	Bachelor's degree relevant to the job	None required	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Regulation Division, Regional Office IV-B
49	Administrative Assistant III [Secretary II]	OSEC-DOTB-ADAS3-2-2020	09	21211	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training		Relevant MC 11 s. 1996 Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Director, Office of Special Concerns
50	Administrative Assistant III [Secretary II]	OSEC-DOTB-ADAS3-12-2009	09	21211	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training		Relevant MC 11 s. 1996 Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Director, Financial and Management Service
51	Administrative Assistant III (Secretary II)	OSEC-DOTB-ADAS3-18-2009	09	21211	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training		Relevant MC 11 s. 1996 Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Director, Office of Product and Market Development
52	Administrative Assistant III (Senior Bookkeeper)	OSEC-DOTB-ADAS3-11-2016	09	21211	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training		Relevant MC 11 s. 1996 Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Director, Regional Office IV-A
53	Administrative Assistant III [Senior Bookkeeper]	OSEC-DOTB-ADAS3-145-2016	09	21211	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training		Relevant MC 11 s. 1996 Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Director, Regional Office VI
54	Administrative Assistant III [Senior Bookkeeper]	OSEC-DOTB-ADAS3-153-2016	09	21211	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training		Relevant MC 11 s. 1996 Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Director, Regional Office IX
55	Administrative Assistant III [Senior Bookkeeper]	OSEC-DOTB-ADAS3-147-2016	09	21211	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training		Relevant MC 11 s. 1996 Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Director, Regional Office X
56	Administrative Assistant III [Senior Bookkeeper]	OSEC-DOTB-ADAS3-148-2016	09	21211	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training		Relevant MC 11 s. 1996 Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Director, Regional Office XI
57	Internal Auditing Assistant	OSEC-DOTB-IAAS-14-2009	08	19744	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training		Career Service (Subprofessional) First Level Eligibility	N/A	Operations Audit Division
58	Tourism Operations Assistant	OSEC-DOTB-TOA-20-1998	07	18620	Completion of two years studies in college	None required	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Standards Development Division

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)	
59	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-Professional/ First Level Eligibility	N/A	General Services 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 **February 9, 2024**.

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 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.