



13 February 2024

**MEMORANDUM**

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

**FROM :** THE UNDERSECRETARY  
*Administration and Finance*

**SUBJECT :** ANNOUNCEMENT OF VACANT POSITIONS

This is to inform and furnish all DOT personnel with the attached list of the vacant positions in the different DOT Offices 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), through the Human Resource Division, a Letter of Intent on or before **Friday, 23 February 2024**, together with the following requirements:


- Two (2) copies of duly accomplished CSC form 212 (revised 2017);
- Two (2) copies of 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 (July to December 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](mailto: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.

  
ATTY. SHEREEN GAIL C. YU-PAMINTUAN

Copy:  
Office of the Secretary  
HRMPSB Secretariat



MM2024-0078

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

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: **February 13, 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	Tourism Operations Officer II	OSEC-DOTB-TOO2-7-2020	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	Program Coordination and Implementation Division
2	Administrative Assistant III (Secretary II)	OSEC-DOTB-ADAS3-30-2009	09	21211	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	CS (Sub-Professional)/ First Level Eligibility	N/A	Office of the Director, Regional Office IX
3	Administrative Assistant II (Human Resource Management Assistant)	OSEC-DOTB-ADAS2-24-2009	08	19744	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	CS (Sub-Professional)/ First Level Eligibility	N/A	Human Resource 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 23, 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](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.

› 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)

inder:

ace> Full Name of Applicant" (e.g. Tourism Operations Officer I OSEC-DOTB-TOO2-67-1998 Juan J. Dela Cruz).

OCUMENTS SHALL NOT BE ENTERTAINED.

nit their applications are advised to submit a waiver.