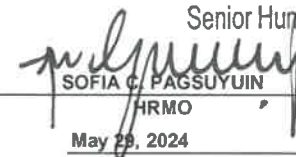


Republic of the Philippines  
**DEPARTMENT OF TOURISM**  
Request for Publication of Vacant Positions

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:

**ARMAND H. LAZARO**  
Senior Human Resource Specialist

  
SOFIA C. PAGSUYUIN  
HRMO

Date: May 29, 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	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-ACHE1-48-2016	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)
3	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-1-1998	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	Market Development Division
4	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-33-2016	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	Tourism Development Division, Regional Office IV-B
5	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-35-2016	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	Tourism Development Division, National Capital Region (NCR) Regional Office
6	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-43-2016	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	Tourism Regulation Division, Regional Office XI
7	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-44-2016	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	Tourism Development and Regulation Division, Regional Office XII
8	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
9	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-22-1998	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 Planning Division
10	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
11	Supervising Tourism Operations Officer	OSEC-DOTB-SVT00-31-2016	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 II
12	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-47-2016	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 IV-A

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13	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
14	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-37-2016	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 Division, Regional Office VI
15	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
16	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-16-1998	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 Regulation Division, Regional Office XI
17	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)
18	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)
19	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-51-1998	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	Seoul (Korea)
20	Administrative Officer V [Budget Officer III]	OSEC-DOTB-ADOF5-20-2009	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	Budget Division
21	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
22	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-5-2020	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	Project Management and Coordination Division
23	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-34-2009	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
24	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
25	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-45-1998	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
26	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-7-1998	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	Standards Monitoring and Enforcement Division
27	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-25-2009	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	Tourism Development Division, Regional Office III
28	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-4-2013	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 IV-B

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
29	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-5-1998	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 Division, National Capital Region (NCR) Regional Office
30	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-59-1998	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, National Capital Region (NCR) Regional Office
31	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-35-2016	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 Development and Regulation Division, Regional Office V
32	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-31-2009	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	Tourism Development Division, Regional Office VII
33	Accountant II	OSEC-DOTB-A2-32-2009	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, National Capital Region (NCR) Regional Office
34	Accountant II	OSEC-DOTB-A2-6-1998	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 XII
35	Accountant II	OSEC-DOTB-A2-15-1998	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 VIII
36	Administrative Officer IV	OSEC-DOTB-ADOF4-22-2016	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 I
37	Administrative Officer IV	OSEC-DOTB-ADOF4-26-2016	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 IV-A,
38	Administrative Officer IV	OSEC-DOTB-ADOF4-31-2016	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 VIII
39	Tourism Operations Officer II	OSEC-DOTB-TOO2-50-1998	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	Policy Formulation and International Cooperation Division
40	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
41	Tourism Operations Officer II	OSEC-DOTB-TOO2-48-1998	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 Development Division
42	Tourism Operations Officer II	OSEC-DOTB-TOO2-4-2000	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 Development Division
43	Tourism Operations Officer II	OSEC-DOTB-TOO2-2-1998	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	Manpower Planning and Monitoring Division
44	Tourism Operations Officer II	OSEC-DOTB-TOO2-29-2016	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	Tourism Development Division, Regional Office IV-B

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45	Tourism Operations Officer II	OSEC-DOTB-TOO2-10-2021	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, National Capital Region (NCR) Regional Office
46	Tourism Operations Officer II	OSEC-DOTB-TOO2-6-2021	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 VII
47	Tourism Operations Officer II	OSEC-DOTB-TOO2-38-1998	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 IX
48	Tourism Operations Officer II	OSEC-DOTB-TOO2-66-1998	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 XII
49	Administrative Officer III [Supply Officer II]	OSEC-DOTB-ADOF3-18-2016	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	General Services Division
50	Legal Assistant II	OSEC-DOTB-LEA2-23-2016	12	29165	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	CS Professional/ Second Level Eligibility	N/A	Legal Review, Research and Documentation Division
51	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
52	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
53	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
54	Tourism Operations Officer I	OSEC-DOTB-TOO1-26-1998	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
55	Tourism Operations Officer I	OSEC-DOTB-TOO1-30-2009	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Market Development Division
56	Tourism Operations Officer I	OSEC-DOTB-TOO1-24-1998	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Project and Investment Evaluation Division
57	Tourism Operations Officer I	OSEC-DOTB-TOO1-58-1998	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Standards Monitoring and Enforcement Division
58	Tourism Operations Officer I	OSEC-DOTB-TOO1-30-2016	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 I
59	Tourism Operations Officer I	OSEC-DOTB-TOO1-2-1998	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 II
60	Tourism Operations Officer I	OSEC-DOTB-TOO1-33-2016	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 IV-B

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
61	Tourism Operations Officer I	OSEC-DOTB-TOO1-5-1998	11	27000	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Regulation Division, National Capital Region (NCR) Regional Office
62	Tourism Operations Officer I	OSEC-DOTB-TOO1-38-2016	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 VI
63	Tourism Operations Officer I	OSEC-DOTB-TOO1-42-2016	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 VIII
64	Tourism Operations Officer I	OSEC-DOTB-TOO1-16-1998	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 XI
65	Tourism Operations Officer I	OSEC-DOTB-TOO1-47-2016	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 XI
66	Tourism Operations Officer I	OSEC-DOTB-TOO1-48-2016	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 XII
67	Administrative Assistant III (Secretary II)	OSEC-DOTB-ADAS3-19-2009	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, Office of Public Affairs and Advocacy
68	Administrative Assistant III (Secretary II)	OSEC-DOTB-ADAS3-17-2009	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, Legal Service
69	Administrative Assistant III (Secretary II)	OSEC-DOTB-ADAS3-10-2016	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, Internal Audit Service
70	Administrative Assistant III (Secretary II)	OSEC-DOTB-ADAS3-22-2009	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 III
71	Administrative Assistant III (Secretary II)	OSEC-DOTB-ADAS3-8-2013	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-B
72	Administrative Assistant III (Secretary II)	OSEC-DOTB-ADAS3-28-2009	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 VIII
73	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
74	Administrative Assistant III [Senior Bookkeeper]	OSEC-DOTB-ADAS3-15-2009	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
75	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
76	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

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77	Administrative Assistant III [Senior Bookkeeper]	OSEC-DOTB-ADAS3-144-2016	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 V
78	Administrative Assistant III [Senior Bookkeeper]	OSEC-DOTB-ADAS3-147-2016	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 X
79	Internal Auditing Assistant	OSEC-DOTB-IAAS-14-2009	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	Operations Audit 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 10, 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.

QUALIFIED APPLICANTS are advised to address their letter of intent to the following addressee and send through courier/email their application to:

**SOFIA G. PAGESUYUIN**  
 Chief, Human Resource Division  
 Department of Tourism, 331 Sen. Gil Puyat Avenue, Makati  
 City 1200  
[dotcausers2022@tourism.gov.ph](mailto:dotcausers2022@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.