


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

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

DBF JUL-03-2024 01:54PM

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: **July 03, 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	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-29-2016	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 I
2	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
3	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-42-2016	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 X
4	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-45-2016	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 XIII
5	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-3-1998	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 II
6	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
7	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

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 **July 15, 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)

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.