

19 September 2024

MEMORANDUM No. 2024-0329

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, 04 October 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 (January to June 2024) using the Individual Performance Commitment and Review (IPCR) Form;
- Photocopy of Authenticated Certificate of Eligibility; OR
- Valid Professional License (for positions involving the practice of the profession (i.e. Accountant & Attorney)

Interested applicants may submit their application requirements at the email address: dotcareers2022@tourism.gov.ph and complete the Online Application Form to complete their application thru the link below:

<https://forms.office.com/r/fYKR3f4nzy>

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



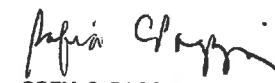
The DOT Building, 351 Sen. Gil Puyat Ave., 1200 Makati City, Philippines
Tel. Nos. (632) 8459-5200 to 8459-5230 • www.tourism.gov.ph

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

DBP SEP-19-2024 04:43PM

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: **September 19, 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	Information Technology Officer III	OSEC-DOTB-ITO3-23-2009	24	94132	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	Information Technology Division
2	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-42-2016	24	94132	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
3	Supervising Administrative Officer [HRMO IV]	OSEC-DOTB-SADOF-13-2009	22	74836	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	Planning Officer IV	OSEC-DOTB-PLO4-1-2017	22	74836	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Planning Division
5	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-4-1998	22	74836	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, Cordillera Administrative Region (CAR) Regional Office
6	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-44-2016	22	74836	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 XIII
7	Accountant III	OSEC-DOTB-A3-2-1998	19	53873	Bachelor's degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA)	N/A	Accounting Division
8	Information Technology Officer I	OSEC-DOTB-ITO1-24-2009	19	53873	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Information Technology Division
9	Administrative Officer V	OSEC-DOTB-ADOF5-18-2009	18	49015	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	General Services Division
10	Administrative Officer V [HRMO III]	OSEC-DOTB-ADOF5-15-2009	18	49015	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Human Resource Division
11	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-28-1998	18	49015	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

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)	
12	Accountant II	OSEC-DOTB-A2-5-1998	16	41616	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
13	Accountant II	OSEC-DOTB-A2-32-2009	16	41616	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
14	Accountant II	OSEC-DOTB-A2-4-1998	16	41616	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 X
15	Information Systems Analyst II	OSEC-DOTB-INFOSA2-1-1998	16	41616	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
16	Administrative Officer IV (HRMO II)	OSEC-DOTB-ADOF4-17-2016	15	38413	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Training and Development Division
17	Administrative Officer IV	OSEC-DOTB-ADOF4-30-2016	15	38413	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 VII
18	Tourism Operations Officer II	OSEC-DOTB-TOO2-4-1998	15	38413	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 I
19	Tourism Operations Officer II	OSEC-DOTB-TOO2-16-2021	15	38413	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
20	Tourism Operations Officer II	OSEC-DOTB-TOO2-15-2021	15	38413	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
21	Tourism Operations Officer II	OSEC-DOTB-TOO2-13-2021	15	38413	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, Cordillera Administrative Region (CAR) Regional Office
22	Tourism Operations Officer II	OSEC-DOTB-TOO2-39-2016	15	38413	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
23	Planning Officer II	OSEC-DOTB-PLO2-10-2020	15	38413	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Monitoring Division
24	Administrative Officer II [HRMO I]	OSEC-DOTB-ADOF2-21-2009	11	28512	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Human Resource Division
25	Administrative Officer II [Management & Audit Analyst I]	OSEC-DOTB-ADOF2-27-2009	11	28512	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Management Division
26	Tourism Operations Officer I	OSEC-DOTB-TOO1-28-2016	11	28512	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second 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)	
27	Tourism Operations Officer I	OSEC-DOTB-TOO1-18-1998	11	28512	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Standards Development Division
28	Tourism Operations Officer I	OSEC-DOTB-TOO1-29-2016	11	28512	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Development Division, Regional Office I
29	Tourism Operations Officer I	OSEC-DOTB-TOO1-52-2016	11	28512	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Development Division, Regional Office III
30	Tourism Operations Officer I	OSEC-DOTB-TOO1-41-2016	11	28512	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Regulation Division, Regional Office VII
31	Tourism Operations Officer I	OSEC-DOTB-TOO1-39-2009	11	28512	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
32	Tourism Operations Officer I	OSEC-DOTB-TOO1-41-2009	11	28512	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 X
33	Tourism Operations Officer I	OSEC-DOTB-TOO1-44-2016	11	28512	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 X
34	Tourism Operations Officer I	OSEC-DOTB-TOO1-34-1998	11	28512	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Statistics, Economic Analysis and Information Management Division
35	Administrative Assistant V (Buyer IV)	OSEC-DOTB-ADAS5-28-2009	11	28512	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	Procurement Management Division
36	Administrative Assistant III [Disbursing Officer III]	OSEC-DOTB-ADAS3-11-2009	09	22219	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	General Services Division
37	Administrative Assistant III [Secretary II]	OSEC-DOTB-ADAS3-9-2009	09	22219	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, Administrative Service
38	Administrative Assistant III [Secretary II]	OSEC-DOTB-ADAS3-12-2009	09	22219	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, Financial and Management Service
39	Administrative Assistant III	OSEC-DOTB-ADAS3-9-2016	09	22219	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, Planning Service
40	Administrative Assistant III [Senior Bookkeeper]	OSEC-DOTB-ADAS3-140-2016	09	22219	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 I
41	Administrative Assistant III (Secretary II)	OSEC-DOTB-ADAS3-22-2009	09	22219	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
42	Administrative Assistant III [Senior Bookkeeper]	OSEC-DOTB-ADAS3-11-2016	09	22219	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

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)	
43	Administrative Assistant III [Senior Bookkeeper]	OSEC-DOTB-ADAS3-144-2016	09	22219	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
44	Administrative Assistant III [Senior Bookkeeper]	OSEC-DOTB-ADAS3-28-2009	09	22219	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
45	Administrative Assistant III [Senior Bookkeeper]	OSEC-DOTB-ADAS3-147-2016	09	22219	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
46	Administrative Assistant III [Secretary II]	OSEC-DOTB-ADAS3-24-2009	09	22219	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, National Capital Region (NCR) Regional Office
47	Administrative Assistant III (Secretary II)	OSEC-DOTB-ADAS3-34-2009	09	22219	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 XIII
48	Administrative Assistant III (Secretary II)	OSEC-DOTB-ADAS3-19-2009	09	22219	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 (OPAA)
49	Administrative Assistant II [HRMA]	OSEC-DOTB-ADAS2-24-2009	08	20534	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
50	Internal Auditing Assistant	OSEC-DOTB-IAAS-14-2009	08	20534	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
51	Administrative Aide IV [Storekeeper I]	OSEC-DOTB-ADA4-20-2009	04	16209	Elementary School graduate	None required	None required	None required (CSC MC 10, s. 2013, Category III)	N/A	General Services 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 **October 4, 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. PAGSUJUIN
 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.