



03 October 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, 18 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: dotcareers2024@tourism.gov.ph and complete 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
BY

Copy:
Office of the Secretary
HRMPSB Secretariat




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

DBP OCT-04-2024 01:20PM

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: **October 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	Attorney V	OSEC-DOTB-ATY5-2-1998	25	107208	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080	N/A	Administrative Investigation, Adjudication and Counselling Division
2	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-47-2016	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	Manpower Planning and Monitoring Division
3	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-3-2020	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	Project Management and Coordination Division
4	Chief Administrative Officer	OSEC-DOTB-CADOF-11-2009	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	General Services Division
5	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-39-2016	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 Division, Regional Office VII
6	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-8-1998	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 Regulation Division, Regional Office VII
7	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-5-2020	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	Program Coordination and Implementation Division
8	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-15-1998	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, Regional Office X
9	Administrative Assistant III [Secretary II]	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
10	Administrative Assistant III [Secretary II]	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

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 18, 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. PAGSUQUIN

Chief, Human Resource Division

Department of Tourism, 351 Sen. Gil Puyat Avenue, Makati City
1200

dotcareers2024@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.