

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

**RECEIVED**  
CSFO-DBP, Makati City  
Date: **FEB 13 2025**

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

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

*Sofia C. Pagsuyuin*  
**SOFIA C. PAGSUYUIN**  
HRMO

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:

Date: **February 13, 2025**

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-34-2009	24	98185	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	Advocacy and Creatives Design Division
2	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-29-2016	24	98185	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
3	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-39-2016	24	98185	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
4	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-8-1998	24	98185	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
5	Attorney IV	OSEC-DOTB-ATY4-1-1998	23	87315	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (BAR)	N/A	Legal Review, Research and Documentation Division
6	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-2-2013	22	78162	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 IV-B
7	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-34-2016	22	78162	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 IV-B
8	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-35-1998	22	78162	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
9	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-28-2016	18	51304	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Manpower Training Division
10	Administrative Officer V	OSEC-DOTB-ADOF5-14-2016	18	51304	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Procurement Management Division
11	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-56-1998	18	51304	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Product Monitoring and Evaluation Division
12	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-47-1998	18	51304	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 and Information Management Division

13	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-16-1998	18	51304	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, Cordillera Administrative Region (CAR) Regional Office
14	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-15-1998	18	51304	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 II
15	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-39-2016	18	51304	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 VIII
16	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-9-1998	18	51304	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 IX
17	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-20-2009	18	51304	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 XII
18	Accountant II	OSEC-DOTB-A2-32-2009	16	43560	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
19	Accountant II	OSEC-DOTB-A2-12-1998	16	43560	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 V
20	Information Systems Analyst II	OSEC-DOTB-INFOSA2-26-2016	16	43560	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
21	Information Officer II	OSEC-DOTB-INFO2-31-2009	15	40208	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Public Affairs and Communication Management Division
22	Information Officer II	OSEC-DOTB-INFO2-56-2016	15	40208	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Advocacy and Creatives Design Division
23	Administrative Officer IV	OSEC-DOTB-ADOF4-30-2016	15	40208	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
24	Internal Auditor II	OSEC-DOTB-IAUD2-12-2009	15	40208	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Management Audit Division
25	Tourism Operations Officer II	OSEC-DOTB-TOO2-32-2016	15	40208	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 VII
26	Tourism Operations Officer II	OSEC-DOTB-TOO2-3-2000	15	40208	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
27	Tourism Operations Officer II	OSEC-DOTB-TOO2-61-1998	15	40208	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 Monitoring and Enforcement Division
28	Tourism Operations Officer II	OSEC-DOTB-TOO2-25-1998	15	40208	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Product Monitoring and Evaluation Division

29	Tourism Operations Officer II	OSEC-DOTB-TOO2-52-1998	15	40208	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Statistics, Economic Analysis and Information Management Division
30	Tourism Operations Officer II	OSEC-DOTB-TOO2-7-1998	15	40208	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
31	Tourism Operations Officer II	OSEC-DOTB-TOO2-11-1998	15	40208	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 III
32	Tourism Operations Officer II	OSEC-DOTB-TOO2-16-1998	15	40208	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 IV-A
33	Tourism Operations Officer II	OSEC-DOTB-TOO2-28-1998	15	40208	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
34	Tourism Operations Officer II	OSEC-DOTB-TOO2-64-1998	15	40208	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
35	Tourism Operations Officer II	OSEC-DOTB-TOO2-30-1998	15	40208	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 V
36	Tourism Operations Officer II	OSEC-DOTB-TOO2-9-2021	15	40208	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 V
37	Tourism Operations Officer II	OSEC-DOTB-TOO2-31-1998	15	40208	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 VI
38	Tourism Operations Officer II	OSEC-DOTB-TOO2-33-1998	15	40208	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 VI
39	Tourism Operations Officer II	OSEC-DOTB-TOO2-39-1998	15	40208	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 X
40	Tourism Operations Officer II	OSEC-DOTB-TOO2-36-2016	15	40208	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 X
41	Administrative Officer IV (Budget Officer II)	OSEC-DOTB-ADOF4-18-2016	15	40208	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Budget Division
42	Administrative Officer III (Records Officer II)	OSEC-DOTB-ADOF3-22-2009	14	37024	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Human Resource Division
43	Administrative Assistant VI (Photographer IV)	OSEC-DOTB-ADAS6-4-2009	12	32245	High School graduate or Completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Photographer (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. II)	N/A	Advocacy and Creatives Design Division
44	Planning Officer I	OSEC-DOTB-PLO1-15-2016	11	30024	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Monitoring Division

45	Planning Officer I	OSEC-DOTB-PLO1-16-2016	11	30024	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Planning Division
46	Information Officer I	OSEC-DOTB-INFO1-1-2024	11	30024	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Public Affairs and Communication Management Division
47	Tourism Operations Officer I	OSEC-DOTB-TOO1-27-2016	11	30024	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Manpower Training Division
48	Tourism Operations Officer I	OSEC-DOTB-TOO1-27-2009	11	30024	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Product Planning and Development Division
49	Tourism Operations Officer I	OSEC-DOTB-TOO1-27-1998	11	30024	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Standards Development Division
50	Tourism Operations Officer I	OSEC-DOTB-TOO1-28-1998	11	30024	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Standards Development Division
51	Tourism Operations Officer I	OSEC-DOTB-TOO1-56-1998	11	30024	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Development Planning Division
52	Tourism Operations Officer I	OSEC-DOTB-TOO1-22-2009	11	30024	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Product Monitoring and Evaluation Division
53	Tourism Operations Officer I	OSEC-DOTB-TOO1-32-2016	11	30024	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Development Division, Regional Office III
54	Tourism Operations Officer I	OSEC-DOTB-TOO1-35-2009	11	30024	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 IV-A
55	Tourism Operations Officer I	OSEC-DOTB-TOO1-36-2016	11	30024	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 V
56	Tourism Operations Officer I	OSEC-DOTB-TOO1-37-2016	11	30024	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Development Division, Regional Office VI
57	Tourism Operations Officer I	OSEC-DOTB-TOO1-37-2009	11	30024	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Development Division, Regional Office VII
58	Tourism Operations Officer I	OSEC-DOTB-TOO1-40-2009	11	30024	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 IX
59	Tourism Operations Officer I	OSEC-DOTB-TOO1-55-1998	11	30024	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 XIII
60	Administrative Assistant III (Secretary II)	OSEC-DOTB-ADAS3-19-2009	09	23226	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
61	Administrative Assistant III (Secretary II)	OSEC-DOTB-ADAS3-10-2016	09	23226	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

62	Administrative Assistant III (Secretary II)	OSEC-DOTB-ADAS3-24-2009	09	23226	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
63	Administrative Assistant III (Senior Bookkeeper)	OSEC-DOTB-ADAS3-18-2016	09	23226	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
64	Administrative Assistant III (Secretary II)	OSEC-DOTB-ADAS3-22-2009	09	23226	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
65	Administrative Assistant III (Senior Bookkeeper)	OSEC-DOTB-ADAS3-143-2016	09	23226	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
66	Administrative Assistant III (Senior Bookkeeper)	OSEC-DOTB-ADAS3-11-2016	09	23226	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
67	Administrative Assistant III (Senior Bookkeeper)	OSEC-DOTB-ADAS3-19-2016	09	23226	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
68	Administrative Assistant III (Secretary II)	OSEC-DOTB-ADAS3-33-2009	09	23226	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 XII
69	Administrative Assistant III (Secretary II)	OSEC-DOTB-ADAS3-34-2009	09	23226	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
70	Administrative Assistant II (Bookkeeper)	OSEC-DOTB-ADAS2-28-2009	08	21448	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
71	Administrative Assistant II (Bookkeeper)	OSEC-DOTB-ADAS2-27-2009	08	21448	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
72	Tourism Operations Assistant	OSEC-DOTB-TOA-20-1998	07	20110	Completion of two-year studies in college	None required	None required	CS Sub-Professional/ First Level Eligibility	N/A	Standards Development Division
73	Tourism Operations Assistant	OSEC-DOTB-TOA-6-1998	07	20110	Completion of two-year studies in college	None required	None required	CS Sub-Professional/ First Level Eligibility	N/A	Standards Monitoring and Enforcement Division
74	Administrative Aide IV (Communications Equipment Operator I)	OSEC-DOTB-ADA4-13-2009	04	16833	Completion of two-year studies in college or High School graduate with relevant vocational/trade course	None required	None required	Communications Equipment Operator (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. II)	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 **February 28, 2025**.

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 C. PAGSUYUIN

Chief, Human Resource Division

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