

DEPARTMENT OF TOURISM  
Bulletin of Vacant Positions  
(In Compliance with RA 7041 and

CSC MC No. 27, s. 1991)

(Deadline for accepting applications : 11 August 2017)

No. of Pos.	Position Title	SG	Monthly Salary	Item No.	Office
1	Administrative Assistant III (Secretary II)	09	P 16,986	OSEC-DOTB-ADAS3-10-2016	Office of the Director, Internal Audit Service
Minimum Qualifications : Completion of 2 years studies in college ; 1 year of relevant experience; 4 hours of relevant training; CS (Sub-Professional)/First Level Eligibility)					
1	Internal Auditor I	11	P 19,620	OSEC-DOTB-IAUD1-15-2009	Operations Audit Division
Minimum Qualifications : Bachelor's degree relevant to the job; experience and training not required; Career Service Professional / Second Level Eligibility					
1	Chief Tourism Operations Officer	24	P 64,416	OSEC-DOTB-CTOO-48-2016	Legislative Liaison Unit
Minimum Qualifications : Masteral degree or Certificate in Leadership and Management from the CSC; 4 years of supervisory/management experience; 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years; Career Service Professional /Second Level Eligibility					
1	Senior Tourism Operations Officer	18	P 35,693	OSEC-DOTB-SRTOO-30-2009	Legislative Liaison Unit
Minimum Qualifications : Bachelor's degree relevant to the job; 2 years of relevant experience; 8 hours of relevant training; Career Service Professional or 2 <sup>nd</sup> Level Eligibility					
1	Supervising Administrative Officer (HRMO IV)	22	P 52,783	OSEC-DOTB-SADOF-13-2009	Human Resource Division
Minimum Qualifications : Bachelor's degree relevant to the job; 3 years of relevant experience; 16 hours of relevant training; CS Professional / Second Level Eligibility					
2	Administrative Officer V (HRMO III)	18	P 35,693	OSEC-DOTB-ADOF5-13-2016 ADOF5-16-2016	Human Resource Division
Minimum Qualifications : Bachelor's degree relevant to the job; 2 years of relevant experience; 8 hours of relevant training; Career Service Professional or 2 <sup>nd</sup> Level Eligibility					
2	Administrative Officer IV (HRMO II)	15	P 27,565	OSEC-DOTB-ADOF4-15-2016 ADOF4-16-2016	Human Resource Division
Minimum Qualifications : Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training; Career Service Professional or 2 <sup>nd</sup> Level Eligibility					
1	Administrative Officer II (HRMO I)	11	P 19,620	OSEC-DOTB-ADOF2-16-2016	Human Resource Division
Minimum Qualifications : Bachelor's degree relevant to the job; experience and training not required; Career Service Professional / Second Level Eligibility					

No. of Pos.	Position Title	SG	Monthly Salary	Item No.	Office
1	Chief Administrative Officer	24	P 64,416	OSEC-DOTB-CADOF-17-2016	Training and Development Division;
	Minimum Qualifications : Masteral degree or Certificate in Leadership and Management from the CSC; 4 years of supervisory/management experience; 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years; Career Service Professional / Second Level Eligibility				
1	Supervising Administrative Officer (HRMO IV)	22	P 52,783	OSEC-DOTB-SADOF-18-2016	Training and Development Division
	Minimum Qualifications : Bachelor's degree relevant to the job; 3 years of relevant experience; 16 hours of relevant training; CS Professional / Second Level Eligibility				
2	Administrative Officer IV (HRMO II)	15	P 27,565	OSEC-DOTB-ADOF4-14-2016 ADOF4-17-2016	Training and Development Division
	Minimum Qualifications : Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training; Career Service Professional or 2 <sup>nd</sup> Level Eligibility				
1	Administrative Assistant II (HRMA)	08	P 15,818	OSEC-DOTB-ADAS2-29-2009	Training and Development Division
	Minimum Qualifications : Completion of 2 years studies in college ; 1 year of relevant experience; 4 hours of relevant training; Career Service Sub-Professional/1 <sup>st</sup> Level Eligibility				
1	Chief Administrative Officer	24	P 64,416	OSEC-DOTB-CADOF-11-2009	General Services Division
	Minimum Qualifications : Masteral degree or Certificate in Leadership and Management from the CSC; 4 years of supervisory/management experience; 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years; Career Service Professional / Second Level Eligibility				
1	Administrative Officer V (Records Officer III)	18	P 35,693	OSEC-DOTB-ADOF5-17-2009	General Services Division
	Minimum Qualifications : Bachelor's degree relevant to the job; 2 years of relevant experience; 8 hours of relevant training; Career Service Professional/ Second Level Eligibility				
1	Administrative Officer V (Cashier III )	18	P 35,693	OSEC-DOTB-ADOF5-15-2016	General Services Division
	Minimum Qualifications : Bachelor's degree relevant to the job; 2 years of relevant experience; 8 hours of relevant training; Career Service Professional/ Second Level Eligibility				
1	Administrative Officer III (Supply Officer II)	14	P 25,290	OSEC-DOTB-ADOF3-18-2016	General Services Division
	Minimum Qualifications : Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training; Career Service Professional / Second Level Eligibility				
1	Administrative Officer I (Cashier I)	10	P 18,217	OSEC-DOTB-ADOF1-30-2009	General Services Division
	Minimum Qualifications : Bachelor's degree relevant to the job ; experience and training none required; Career Service Professional / Second Level Eligibility				
1	Administrative Officer I (Records Officer I)	10	P18,217	OSEC-DOTB-ADOF1-32-2009	General Services Division
	Minimum Qualifications : Bachelor's degree relevant to the job ; experience and training none required; Career Service Professional / Second Level Eligibility				
1	Administrative Assistant II (Clerk IV)	08	P 15,818	OSEC-DOTB-ADAS2-26-2009	General Services Division
	Minimum Qualifications : Completion of 2 years studies in college ; 1 year of relevant experience; 4 hours of relevant training; Career Service Sub-Professional/1 <sup>st</sup> Level Eligibility				
1	Administrative Assistant I (Motorpool Supervisor I)	07	P 14,785	OSEC-DOTB-ADAS1-16-2009	General Services Division
	Minimum Qualifications :Completion of 2 years studies in college ; Experience and training none required; CS (Sub-Professional)/First Level Eligibility)				

No. of Pos.	Position Title	SG	Monthly Salary	Item No.	Office
1	Chief Administrative Officer	24	P 64,416	OSEC-DOTB-CADOF-18-2016	Procurement Management Division
Minimum Qualifications : Masteral degree or Certificate in Leadership and Management from the CSC; 4 years of supervisory/management experience; 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years; Career Service Professional / Second Level Eligibility					
1	Administrative Officer V (Supply Officer III)	18	P 35,693	OSEC-DOTB-ADOF5-14-2016	Procurement Management Division
Minimum Qualifications : Bachelor's degree relevant to the job; 2 years of relevant experience; 8 hours of relevant training; Career Service Professional/ Second Level Eligibility					
1	Administrative Assistant III (Buyer III)	09	P 16,986	OSEC-DOTB-ADAS3-10-2009	Procurement Management Division
Minimum Qualifications :Completion of 2 years studies in college ; 1 year of relevant experience; 4 hours of relevant training; CS (Sub-Professional)/First Level Eligibility)					
1	Administrative Assistant III (Secretary II)	09	P 16,986	OSEC-DOTB-ADAS3-12-2009	Office of the Director, Financial and Management Service
Minimum Qualifications :Completion of 2 years studies in college ; 1 year of relevant experience; 4 hours of relevant training; CS (Sub-Professional)/First Level Eligibility)					
1	Administrative Officer IV (Budget Officer II)	15	P 27,565	OSEC-DOTB-ADOF4-21-2009	Budget Division
Minimum Qualifications : Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training; Career Service Professional or 2 <sup>nd</sup> Level Eligibility					
1	Administrative Officer II (Budget Officer I)	11	P 19,620	OSEC-DOTB-ADOF2-24-2009	Budget Division
Minimum Qualifications : Bachelor's degree relevant to the job ; experience and training none required; Career Service Professional / Second Level Eligibility					
1	Administrative Officer IV	15	P 27,565	OSEC-DOTB-ADOF4-19-2009	Accounting Division
Minimum Qualifications : Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training; Career Service Professional or 2 <sup>nd</sup> Level Eligibility					
1	Administrative Officer II	11	P 19,620	OSEC-DOTB-ADOF2-26-2009	Accounting Division
Minimum Qualifications : Bachelor's degree relevant to the job; experience and training not required; Career Service Professional / Second Level Eligibility					
2	Administrative Assistant II (Bookkeeper)	08	P 15,818	OSEC-DOTB-ADAS2-27-2009; OSEC-DOTB-ADAS2-28-2009	Accounting Division
Minimum Qualifications : Completion of 2 years studies in college; 1 year of relevant experience; 4 hours of relevant training ; Career Service Sub-Professional / 1 <sup>st</sup> Level Eligibility					
1	Administrative Officer II (Mgmt& Audit Analyst I)	11	P 19,620	OSEC-DOTB-ADOF2-27-2009	Management Division
Minimum Qualifications : Bachelor's degree relevant to the job; experience and training none required; Career Service Professional / Second Level Eligibility					

No. of Pos.	Position Title	SG	Monthly Salary	Item No.	Office
1	Planning Officer V	24	P 64,416	OSEC-DOTB-PLO5-10-2016	Planning Division
	Minimum Qualifications :Masteral degree or Certificate in Leadership and Management from the CSC; 4 years of supervisory/management experience; 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years; Career Service Professional /Second Level Eligibility				
2	Planning Officer II	15	P 27,565	OSEC-DOTB-PLO2-11-2016 OSEC-DOTB-PLO2-12-2016	Planning Division
	Minimum Qualifications : Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training; Career Service Professional or 2 <sup>nd</sup> Level Eligibility				
2	Planning Officer I	11	P 19,620	OSEC-DOTB-PLO1-13-2016 OSEC-DOTB-PLO1-16-2016	Planning Division
	Minimum Qualifications : Bachelor's degree relevant to the job; experience and training not required; Career Service Professional / Second Level Eligibility				
1	Planning Officer V	24	P 64,416	OSEC-DOTB-PLO5-11-2016	Monitoring Division
	Minimum Qualifications :Masteral degree or Certificate in Leadership and Management from the CSC; 4 years of supervisory/management experience; 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years; Career Service Professional /Second Level Eligibility				
2	Planning Officer II	15	P 27,565	OSEC-DOTB-PLO2-13-2016 OSEC-DOTB-PLO2-14-2016	Monitoring Division
	Minimum Qualifications : Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training; Career Service Professional or 2 <sup>nd</sup> Level Eligibility				
2	Planning Officer I	11	P 19,620	OSEC-DOTB-PLO1-14-2016 OSEC-DOTB-PLO1-15-2016	Monitoring Division
	Minimum Qualifications : Bachelor's degree relevant to the job; experience and training not required; Career Service Professional / Second Level Eligibility				
3	Senior Tourism Operations Officer	18	P 35,693	OSEC-DOTB-SRTOO-34-2009 SRTOO-21-2009 SRTOO-26-2009	Policy Formulation and Int'l Cooperation Division
	Minimum Qualifications : Bachelor's degree relevant to the job; 2 years of relevant experience; 8 hours of relevant training; Career Service Professional or 2 <sup>nd</sup> Level Eligibility				
2	Tourism Operations Officer I	11	P 19,620	OSEC-DOTB-TOO1-50-1998 TOO1-38-1998	Policy Formulation and Int'l Cooperation Division
	Minimum Qualifications : Bachelor's degree relevant to the job; experience and training not required; Career Service Professional / Second Level Eligibility				
1	Senior Tourism Operations Officer	18	P 35,693	OSEC-DOTB-SRTOO-4-1998	Tourism Development Planning Division
	Minimum Qualifications : Bachelor's degree relevant to the job; 2 years of relevant experience; 8 hours of relevant training; Career Service Professional or 2 <sup>nd</sup> Level Eligibility				
1	Tourism Operations Officer I	11	P 19,620	OSEC-DOTB-TOO1-8-1998	Tourism Development Planning Division
	Minimum Qualifications : Bachelor's degree relevant to the job; experience and training not required; Career Service Professional / Second Level Eligibility				

No. of Pos.	Position Title	SG	Monthly Salary	Item No.	Office
1	Chief Tourism Operations Officer	24	P 64,416	OSEC-DOTB-CTOO -2-1998	Statistics, Economic Analysis & Info Mgmt Division
Minimum Qualifications : Masteral degree or Certificate in Leadership and Management from the CSC; 4 years of supervisory/management experience; 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years; Career Service Professional /Second Level Eligibility					
1	Tourism Operations Officer II	15	P 27,565	OSEC-DOTB-TOO2-52-1998	Statistics, Economic Analysis & Information Management Division
Minimum Qualifications : Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training; Career Service Professional or 2 <sup>nd</sup> Level Eligibility					
2	Tourism Operations Officer I	11	P 19,620	OSEC-DOTB-TOO1-42-1998 OSEC-DOTB-TOO1-27-2009	Product Planning & Development Division
Minimum Qualifications : Bachelor's degree relevant to the job; experience and training not required; Career Service Professional / Second Level Eligibility					
1	Supervising Tourism Operations Officer	22	P 52,783	OSEC-DOTB-SVTOO-8-1998	Product Monitoring and Evaluation Division
Minimum Qualifications : Bachelor's degree relevant to the job; 3 years of relevant experience; 16 hours of relevant training; CS Professional / Second Level Eligibility					
1	Administrative Assistant III (Secretary II)	09	P 16,986	OSEC-DOTB-ADAS3-19-2009	Office of the Director, Office of Public Affairs and Communications Management Division
Minimum Qualifications :Completion of 2 years studies in college ; 1 year of relevant experience; 4 hours of relevant training; CS (Sub-Professional)/First Level Eligibility					
1	Information Officer I	11	P 19,620	OSEC-DOTB-INFO1-6-2009	Public Affairs and Communications Management Division
Minimum Qualifications : Bachelor's degree; experience and training not required; Career Service Professional / Second Level Eligibility					
1	Creative Arts Specialist III	18	P 35,693	OSEC-DOTB-CASL3-47-2016	Advocacy and Creatives Design Division
Minimum Qualifications : Bachelor's degree relevant to the job; 2 years of relevant experience; 8 hours of relevant training; Career Service Professional or 2 <sup>nd</sup> Level Eligibility					
1	Creative Arts Specialist II	15	P 27,565	OSEC-DOTB-CASL2-48-2016	Advocacy and Creative Designs Division
Minimum Qualifications : Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training; Career Service Professional/ Second Level Eligibility					
1	Administrative Assistant III (Sr Bookkeeper)	09	P 16,986	OSEC-DOTB-ADAS3-140-2016	DOT-Regional Office I (San Fernando La Union)
Minimum Qualifications :Completion of 2 years studies in college ; 1 year of relevant experience; 4 hours of relevant training; CS (Sub-Professional)/First Level Eligibility					
1	Administrative Assistant III (Sr Bookkeeper)	09	P 16,986	OSEC-DOTB-ADAS3-141-2016	DOT-Regional Office II (Tuguegarao, Cagayan)
Minimum Qualifications :Completion of 2 years studies in college ; 1 year of relevant experience; 4 hours of relevant training; CS (Sub-Professional)/First Level Eligibility					

No. of Pos.	Position Title	SG	Monthly Salary	Item No.	Office
1	Tourism Operations Officer II	15	P 27,565	OSEC-DOTB-TOO2-8-1998	DOT-Cordillera Administrative Region (CAR) Regional Office
	Minimum Qualifications : Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training; Career Service Professional or 2 <sup>nd</sup> Level Eligibility				
1	Tourism Operations Officer I	11	P 19,620	OSEC-DOTB-TOO1-19-2009	DOT-Cordillera Administrative Region (CAR) Regional Office
	Minimum Qualifications : Bachelor's degree relevant to the job; experience and training not required; Career Service Professional / Second Level Eligibility				
1	Tourism Operations Officer I	11	P 19,620	OSEC-DOTB-TOO1-52-2016	DOT-Regional Office III (San Fernando , Pampanga)
	Minimum Qualifications : Bachelor's degree relevant to the job; experience and training not required; Career Service Professional / Second Level Eligibility				
1	Administrative Assistant III (Sr Bookkeeper)	09	P 16,986	OSEC-DOTB-ADAS3-143-2016	DOT-Regional Office III (San Fernando , Pampanga)
	Minimum Qualifications :Completion of 2 years studies in college ; 1 year of relevant experience; 4 hours of relevant training; CS (Sub-Professional)/First Level Eligibility)				
1	Administrative Assistant III (Sr Bookkeeper)	09	P 16,986	OSEC-DOTB-ADAS3-11-2016	DOT-Regional Office IV-A (CALABARZON)
	Minimum Qualifications :Completion of 2 years studies in college ; 1 year of relevant experience; 4 hours of relevant training; CS (Sub-Professional)/First Level Eligibility)				
1	Administrative Assistant III (Sr Bookkeeper)	09	P 16,986	OSEC-DOTB-ADAS3-12-2016	DOT-Regional Office IV-B (MIMAROPA)
	Minimum Qualifications :Completion of 2 years studies in college ; 1 year of relevant experience; 4 hours of relevant training; CS (Sub-Professional)/First Level Eligibility)				
1	Administrative Officer IV	15	P 27,565	OSEC-DOTB-ADOF4-31-2016	DOT-Regional Office VIII (Tacloban City)
	Minimum Qualifications : Bachelor's degree relevant to the job; 1 year of relevant experience; 4 hours of relevant training; Career Service Professional or 2 <sup>nd</sup> Level Eligibility				
1	Senior Tourism Operations Officer	18	P 35,693	OSEC-DOTB-SRTOO-33-1998	DOT-Regional Office IX (Zamboanga City) Tourism Development and Regulation Division
	Minimum Qualifications : Bachelor's degree relevant to the job; 2 years of relevant experience; 8 hours of relevant training; Career Service Professional or 2 <sup>nd</sup> Level Eligibility				
1	Chief Tourism Operations Officer	24	P 64,416	OSEC-DOTB-CTOO -43-2016	DOT-Regional Office XI (Davao City), Tourism Regulation Division
	Minimum Qualifications : Masteral degree or Certificate in Leadership and Management from the CSC; 4 years of supervisory/management experience; 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years; Career Service Professional /Second Level Eligibility				
1	Accountant II	16	P 30,044	OSEC-DOTB-A2-5-1998	DOT-Regional Office XI (Davao City)
	Minimum Qualifications : Bachelor's degree in Commerce/ Business Administration major in Accounting; 1 year of relevant experience; 4 hours of relevant training; RA 1080 (CPA)a				
1	Administrative Assistant III (Sr Bookkeeper)	09	P 16,986	OSEC-DOTB-ADAS3-148-2016	DOT-Regional Office XI (Davao City)
	Minimum Qualifications :Completion of 2 years studies in college ; 1 year of relevant experience; 4 hours of relevant training; CS (Sub-Professional)/First Level Eligibility)				

No. of Pos.	Position Title	SG	Monthly Salary	Item No.	Office
1	Administrative Assistant III (Sr Bookkeeper/Buyer II)	09	P 16,986	OSEC-DOTB-ADAS3-13-2016	DOT-Regional Office XIII (Butuan City)
Minimum Qualifications :Completion of 2 years studies in college ; 1 year of relevant experience; 4 hours of relevant training; CS (Sub-Professional)/First Level Eligibility)					
1	Tourism Operations Asistant	07	P 14,785	OSEC-DOTB-TOA-6-2000	Project and Investment Evaluation Division
Minimum Qualifications : Completion of 2 years studies in college ; Experience and training none required; CS (Sub-Professional)/First Level Eligibility)					
1	Tourism Operations Asistant	07	P 14,785	OSEC-DOTB-TOA-6-1998	Standards Monitoring and Enforcement Division
Minimum Qualifications : Completion of 2 years studies in college ; Experience and training none required; CS (Sub-Professional)/First Level Eligibility)					

For more details, please visit DOT website: [www.tourism.gov.ph](http://www.tourism.gov.ph) and [JobStreet.com](http://JobStreet.com) . Deadline for submission of applications to the Human Resource Division (HRD) is on **11 August 2017**.

**Requirements:**

**For insider applicants:**

1. Updated and duly accomplished Personal Data Sheet (CS Form No. 212 revised 2017with summary of work experience using the prescribed Work Experience Sheet (WES) and latest passport size ID picture
2. Copy of Individual Performance Commitment and Review (IPCR); for the last two (2) rating periods
3. Application letter indicating the position/s being applied for

**For outsider applicants:**

1. Letter of Intent addressed to The Chief, Human Resource Division;
2. Latest Personal Data Sheet (for existing government employees only)/Resume with latest passport size ID picture(for non-government employees)
3. Individual Performance Commitment and Review (IPCR) for the last rating period (for existing Government employees only);
4. Detailed work experience;
5. Certified authenticated copy of Career Service Eligibility;
6. Certificate/s of Employment;
7. Certificate/s of Relevant Training/Seminars Attended;
8. Certified true copy of Masteral Degree; OR CSC Certificate in Leadership and Management (for Division Chief position only)
9. Certified true copy of Transcript of Records

**Note:**

- All applicants must be proficient in computer operations.
- Incomplete documents/requirements shall not be accepted.
- All next-in-rank employees who would not submit their applications are advised to submit a waiver.