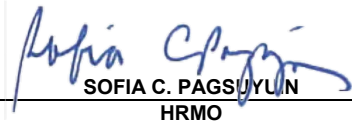


Republic of the Philippines
DEPARTMENT OF TOURISM
Request for Publication of Vacant Positions

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. PAGSUYUN
HRMO

Date: **May 4, 2021**

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	Attache I	OSEC-DOTB-ACHE1-50-2016	24	86742	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	Seoul (Korea)
2	Attache I	OSEC-DOTB-ACHE1-48-2016	24	86742	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	Sydney (Australia)
3	Chief Administrative Officer [Management & Audit Analyst V]	OSEC-DOTB-CADOF-13-2009	24	86742	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	Management Division
4	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-48-2016	24	86742	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	Legislative Liaison Unit
5	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-36-2009	24	86742	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 III
6	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-41-2016	24	86742	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 IX
7	Attorney IV	OSEC-DOTB-ATY4-1-1998	23	76907	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080	N/A	Legal Review, Research and Documentation Division
8	Department Legislative Liaison Specialist	OSEC-DOTB-DLLS-1-1998	22	68415	Bachelor's degree relevant to the job	18 hours of relevant training	3 years of relevant experience	CS Professional/ Second Level Eligibility	N/A	Legislative Liaison Unit
9	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-41-2016	22	68415	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

10	Tourism Operations Officer II	OSEC-DOTB- TOO2-16-2021	15	33575	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
11	Tourism Operations Officer II	OSEC-DOTB-TOO2-5-1998	15	33575	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
12	Tourism Operations Officer II	OSEC-DOTB- TOO2-15-2021	15	33575	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
13	Tourism Operations Officer II	OSEC-DOTB- TOO2-14-2021	15	33575	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
14	Tourism Operations Officer II	OSEC-DOTB- TOO2-13-2021	15	33575	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)
15	Tourism Operations Officer II	OSEC-DOTB- TOO2-11-2021	15	33575	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
16	Tourism Operations Officer II	OSEC-DOTB- TOO2-12-2021	15	33575	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 IV-B
17	Tourism Operations Officer II	OSEC-DOTB- TOO2-10-2021	15	33575	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)
18	Tourism Operations Officer II	OSEC-DOTB- TOO2-9-2021	15	33575	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
19	Tourism Operations Officer II	OSEC-DOTB- TOO2-8-2021	15	33575	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
20	Tourism Operations Officer II	OSEC-DOTB- TOO2-6-2021	15	33575	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 VII
21	Tourism Operations Officer II	OSEC-DOTB- TOO2-7-2021	15	33575	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 VIII
22	Tourism Operations Officer II	OSEC-DOTB- TOO2-5-2021	15	33575	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 IX
23	Tourism Operations Officer II	OSEC-DOTB- TOO2-3-2021	15	33575	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
24	Tourism Operations Officer II	OSEC-DOTB- TOO2-4-2021	15	33575	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
25	Tourism Operations Officer II	OSEC-DOTB- TOO2-2-2021	15	33575	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 XII

26	Tourism Operations Officer II	OSEC-DOTB- TOO2-1-2021	15	33575	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 XIII
27	Tourism Operations Officer I	OSEC-DOTB-TOO1-47-2016	11	23877	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Tourism Regulation Division, Regional Office XI
28	Administrative Assistant III [Secretary II]	OSEC-DOTB-ADAS3-9-2016	09	19593	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Profesional/ First Level Eligibility	N/A	Office of the Director, Planning Service
29	Administrative Assistant III (Senior Bookkeeper)	OSEC-DOTB-ADAS3-14-2009	09	19593	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Profesional/ First Level Eligibility	N/A	Accounting Division
30	Administrative Assistant III (Senior Bookkeeper)	OSEC-DOTB-ADAS3-15-2009	09	19593	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Profesional/ First Level Eligibility	N/A	Accounting Division

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 **May 20, 2021.**

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. PAGSUYUIN
Chief, Human Resource Division
Department of Tourism, 351 Sen. Gil Puyat Avenue, Makati City 1200
DOT recruitment@tourism.gov.ph

Reminders:
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.