

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the Department of Tourism in the CSC website:

SECRETARY WANDA CORAZON T. TEO

(Head of Agency)

Date: 19 March 2018

No.	Position Title	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-7-1998	24	73,299.00	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility		Project and Investment Evaluation Division
2	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-27-2016	24	73,299.00	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility		Manpower Training Division
3	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-47-2016	24	73,299.00	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility		Manpower Planning and Monitoring Division
4	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-29-2016	24	73,299.00	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility		Tourism Regulation Division, Regional Office I
5	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-37-2016	24	73,299.00	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility		Tourism Development Division, Regional Office VI
6	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-40-2016	24	73,299.00	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility		Tourism Development and Regulation Division, Regional Office VIII
7	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-42-2016	24	73,299.00	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility		Tourism Development and Regulation Division, Regional Office X
8	Attache I	OSEC-DOTB-ACHE1-51-2016	24	73,299.00	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility		Beijing (China) Office

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9	Attache I	OSEC-DOTB-ACHE1-50-2016	24	73,299.00	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility		Seoul (Korea) Office
10	Attache I	OSEC-DOTB-ACHE1-53-2016	24	73,299.00	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility		Taipei (Taiwan) Office
11	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-47-2016	22	58,717.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional/ Second Level Eligibility		Tourism Development and Regulation Division, Regional Office IV-A
12	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-38-2016	22	58,717.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional/ Second Level Eligibility		Tourism Regulation Division, Regional Office VII
13	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-39-2016	22	58,717.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional/ Second Level Eligibility		Tourism Development and Regulation Division, Regional Office VIII
1400%	Information Technology Officer II	OSEC-DOTB-ITO2-1-1998	22	58,717.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional/ Second Level Eligibility		Information Technology Division
15	Attorney III	OSEC-DOTB-ATY3-1-1998	21	52,554.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Administrative Investigation, Adjudication and Counseling Division
16	Attorney III	OSEC-DOTB-ATY3-22-2016	21	52,554.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Legal Review, Research and Documentation Division
17	Information Systems Analyst III	OSEC-DOTB-INFOSA3-25-2016	19	42,099.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility		Information Technology Division
18	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-41-1998	18	38,085.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility		Standards Development Division
19	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-12-1998	18	38,085.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility		Tourism Development Division, Regional Office I
20	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-15-1998	18	38,085.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility		Tourism Development and Regulation Division, Regional Office II
21	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-32-2016	18	38,085.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility		Tourism Regulation Division, Regional Office III
22	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-4-2013	18	38,085.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility		Tourism Regulation Division, Regional Office IV-B
23	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-25-1998	18	38,085.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility		Tourism Development Division, National Capital Region (NCR)
24	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-35-2016	18	38,085.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility		Tourism Development and Regulation Division, Regional Office V
25	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-29-1998	18	38,085.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility		Tourism Regulation Division, Regional Office VI
26	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-30-1998	18	38,085.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility		Tourism Development Division, Regional Office VII

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27	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-34-1998	18	38,085.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility		Tourism Development and Regulation Division, Regional Office X
28	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-41-2016	18	38,085.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility		Tourism Development Division, Regional Office XI
29	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-20-2009	18	38,085.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility		Tourism Development and Regulation Division, Regional Office XII
30	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-2-1998	18	38,085.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility		Tourism Development and Regulation Division, Regional Office XIII
31	Information Officer III	OSEC-DOTB-INFO3-3-1998	18	38,085.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility		Public Affairs and Communication Management Division
32	Accountant II	OSEC-DOTB-A2-11-1998	16	31,765.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080		Office of the Director, Regional Office IV-A
33	Accountant II	OSEC-DOTB-A2-15-1998	16	31,765.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080		Office of the Director, Regional Office VIII
34	Accountant II	OSEC-DOTB-A2-4-1998	16	31,765.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080		Office of the Director, Regional Office X
35	Information Systems Analyst II	OSEC-DOTB-INFOSA2-26-2016	16	31,765.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility		Information Technology Division
36	Internal Auditor II	OSEC-DOTB-IAUD2-11-2016	15	29,010.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility		Management Audit Division
37	Administrative Officer IV	OSEC-DOTB-ADOF4-29-2016	15	29,010.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility		Office of the Director, Regional Office V
38	Administrative Officer IV	OSEC-DOTB-ADOF4-30-2016	15	29,010.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility		Office of the Director, Regional Office VII
39	Information Officer II	OSEC-DOTB-INFO2-55-2016	15	29,010.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility		Advocacy and Creative Designs Division
40	Tourism Operations Officer II	OSEC-DOTB-TOO2-3-2000	15	29,010.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility		Standards Development Division
41	Tourism Operations Officer II	OSEC-DOTB-TOO2-4-2000	15	29,010.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility		Standards Development Division
42	Tourism Operations Officer II	OSEC-DOTB-TOO2-24-1998	15	29,010.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility		Standards Monitoring and Enforcement Division
43	Tourism Operations Officer II	OSEC-DOTB-TOO2-4-1998	15	29,010.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility		Tourism Development Division, Regional Office I
44	Tourism Operations Officer II	OSEC-DOTB-TOO2-65-1998	15	29,010.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility		Office of the Director, Regional Office II
45	Tourism Operations Officer II	OSEC-DOTB-TOO2-43-1998	15	29,010.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility		Tourism Development Division, Regional Office III

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46	Tourism Operations Officer II	OSEC-DOTB-TOO2-27-1998	15	29,010.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility		Tourism Development Division, Regional Office IV-B
47	Tourism Operations Officer II	OSEC-DOTB-TOO2-26-1998	15	29,010.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility		Tourism Regulation Division, Regional Office IV-B
48	Tourism Operations Officer II	OSEC-DOTB-TOO2-32-1998	15	29,010.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility		Tourism Development Division, Regional Office VI
49	Tourism Operations Officer II	OSEC-DOTB-TOO2-33-1998	15	29,010.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility		Tourism Regulation Division, Regional Office VI
50	Tourism Operations Officer II	OSEC-DOTB-TOO2-38-1998	15	29,010.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility		Tourism Development and Regulation Division, Regional Office IX
51	Tourism Operations Officer II	OSEC-DOTB-TOO2-40-1998	15	29,010.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility		Tourism Regulation Division, Regional Office XI
52	Tourism Operations Officer II	OSEC-DOTB-TOO2-51-1998	15	29,010.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility		Statistics, Economic Analysis & Information Management Division
53	Tourism Operations Officer II	OSEC-DOTB-TOO2-58-1998	15	29,010.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility		Market Development Division
54	Legal Assistant II	OSEC-DOTB-LEA2-2-1998	12	22,149.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	CS Professional/ Second Level Eligibility		Administrative Investigation, Adjudication and Counseling Division
55	Internal Auditor I	OSEC-DOTB-IAUD1-14-2009	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility		Management Audit Division
56	Tourism Operations Officer I	OSEC-DOTB-TOO1-18-1998	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility		Standards Development Division
57	Tourism Operations Officer I	OSEC-DOTB-TOO1-29-1998	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility		Standards Monitoring and Enforcement Division
58	Tourism Operations Officer I	OSEC-DOTB-TOO1-59-1998	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility		Tourism Development Division, Regional Office I
59	Tourism Operations Officer I	OSEC-DOTB-TOO1-29-2016	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility		Tourism Development Division, Regional Office I
60	Tourism Operations Officer I	OSEC-DOTB-TOO1-2-1998	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility		Tourism Development and Regulation Division, Regional Office II
61	Tourism Operations Officer I	OSEC-DOTB-TOO1-31-2016	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility		Tourism Development and Regulation Division, Regional Office II
62	Tourism Operations Officer I	OSEC-DOTB-TOO1-34-2009	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility		Tourism Regulation Division, Regional Office III
63	Tourism Operations Officer I	OSEC-DOTB-TOO1-35-2009	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility		Tourism Development and Regulation Division, Regional Office IV-A
64	Tourism Operations Officer I	OSEC-DOTB-TOO1-33-2016	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility		Tourism Development Division, Regional Office IV-B

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65	Tourism Operations Officer I	OSEC-DOTB-TOO1-35-2016	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility		Tourism Regulation Division, Regional Office IV-B
66	Tourism Operations Officer I	OSEC-DOTB-TOO1-14-1998	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility		Tourism Development Division, National Capital Region (NCR)
67	Tourism Operations Officer I	OSEC-DOTB-TOO1-4-1998	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility		Tourism Regulation Division, National Capital Region (NCR)
68	Tourism Operations Officer I	OSEC-DOTB-TOO1-45-1998	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility		Tourism Regulation Division, National Capital Region (NCR)
69	Tourism Operations Officer I	OSEC-DOTB-TOO1-54-1998	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility		Tourism Development and Regulation Division, Regional Office V
70	Tourism Operations Officer I	OSEC-DOTB-TOO1-40-2009	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility		Tourism Development and Regulation Division, Regional Office IX
71	Tourism Operations Officer I	OSEC-DOTB-TOO1-41-2009	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility		Tourism Development and Regulation Division, Regional Office X
72	Tourism Operations Officer I	OSEC-DOTB-TOO1-44-1998	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility		Tourism Development and Regulation Division, Regional Office XIII
73	Tourism Operations Officer I	OSEC-DOTB-TOO1-55-1998	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility		Tourism Development and Regulation Division, Regional Office XIII
74	Tourism Operations Officer I	OSEC-DOTB-TOO1-37-1998	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility		Statistics, Economic Analysis and Information Management Division
75	Tourism Operations Officer I	OSEC-DOTB-TOO1-22-2009	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility		Product Monitoring and Evaluation Division
76	Tourism Operations Officer I	OSEC-DOTB-TOO1-21-2009	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility		Market Development Division
77	Administrative Officer I (Cashier I)	OSEC-DOTB-ADOF1-30-2009	10	18,718.00	Bachelor's degree	None required	None required	CS Professional/ Second Level Eligibility		General Services Division
78	Administrative Assistant III (Secretary II)	OSEC-DOTB-ADAS3-12-2009	09	17,473.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Profesional/First Level Eligibility		Office of the Director, Financial & Management Service
79	Administrative Assistant III (Secretary II)	OSEC-DOTB-ADAS3-17-2009	09	17,473.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Profesional/First Level Eligibility		Office of the Director, Legal Service
80	Administrative Assistant III (Secretary II)	OSEC-DOTB-ADAS3-9-2016	09	17,473.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Profesional/First Level Eligibility		Office of the Director, Planning Service
81	Administrative Assistant III (Senior Bookkeeper)	OSEC-DOTB-ADAS3-141-2016	09	17,473.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Profesional/First Level Eligibility		Office of the Director, Regional Office II
82	Administrative Assistant III (Secretary II)	OSEC-DOTB-ADAS3-23-2009	09	17,473.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Profesional/First Level Eligibility		Office of the Director, Regional Office IV-A
83	Administrative Assistant III (Senior Bookkeeper)	OSEC-DOTB-ADAS3-11-2016	09	17,473.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Profesional/First Level Eligibility		Office of the Director, Regional Office IV-A
84	Administrative Assistant III (Secretary II)	OSEC-DOTB-ADAS3-26-2009	09	17,473.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Profesional/First Level Eligibility		Office of the Director, Regional Office VI

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85	Administrative Assistant III (Secretary II)	OSEC-DOTB-ADAS3-27-2009	09	17,473.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional/First Level Eligibility		Office of the Director, Regional Office VII
86	Administrative Assistant III (Senior Bookkeeper)	OSEC-DOTB-ADAS3-148-2016	09	17,473.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional/First Level Eligibility		Office of the Director, Regional Office XI
87	Administrative Assistant III (Secretary II)	OSEC-DOTB-ADAS3-19-2009	09	17,473.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional/First Level Eligibility		Office of the Director, Office of Public Affairs and Advocacy
88	Administrative Assistant II (Clerk IV)	OSEC-DOTB-ADAS2-48-2016	08	16,282.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional/First Level Eligibility		Legal Review, Research and Documentation Division
89	Administrative Assistant II (Clerk IV)	OSEC-DOTB-ADAS2-26-2009	08	16,282.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional/First Level Eligibility		General Services Division
90	Tourism Operations Assistant	OSEC-DOTB-TOA-20-1998	07	15,254.00	Completion of two years studies in college	None required	None required	CS Sub-Professional/First Level Eligibility		Standards Development Division
91	Tourism Operations Assistant	OSEC-DOTB-TOA-6-2000	07	15,254.00	Completion of two years studies in college	None required	None required	CS Sub-Professional/First Level Eligibility		Project and Investment Evaluation Division
92	Tourism Operations Assistant	OSEC-DOTB-TOA-6-1998	07	15,254.00	Completion of two years studies in college	None required	None required	CS Sub-Professional/First Level Eligibility		Standards Monitoring and Enforcement Division
93	Administrative Assistant I (Motorpool Supervisor I)	OSEC-DOTB-ADAS1-16-2009	07	15,254.00	Completion of two years studies in college	None required	None required	CS Sub-Professional/First Level Eligibility		General Services Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **Monday, 16 April 2018**

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 present position for two (2) rating periods (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to address their letter of intent to the following addressee and hand in or send through courier/email their application to the **DOT-Human Resource Division, located at the 4th floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City 1200, with email address dot.hrdivision@gmail.com:**

WANDA CORAZON TULFO-TEO

 Secretary

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

dot.osec@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.