


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:

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

RECEIVED
CSFO-DTP Makati City
Date: JUN 09 2020
By: 
Op'd

SOFIA C. PAGSUYUIN

HRMO

Date:

No.	Position Title	Preamble 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-GTOO-3-2020	24	85,074.00	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility	N/A	Project Management and Coordination Division
2	Chief Tourism Operations Officer	OSEC-DOTB-GTOO-4-2020	24	65,074.00	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility	N/A	Program Coordination and Implementation Division
3	Administrative Assistant III (Secretary III)	OSEC-DOTB-ADASS-16-2016	09	18,783.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	CS SUI-Professional/First Level Eligibility	N/A	Office of the Secretary
4	Internal Auditing Assistant	OSEC-DOTB-IJAS-14-2009	08	17,505.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	CS SUI-Professional/First Level Eligibility	N/A	Operations Audit 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 _____

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;
 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/mail 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

Reminder:
For applications sent through email, the subject should be read as: "Position applied for -
space- from no. -space- Full Name of Applicant" (e.g. Tourism Operations Officer (OSEC-DOTB-GTOO-4-1998 Juan J. Dela Cruz).
APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
All next-in-rank employees who would not submit their applications are advised to submit a waiver.