

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

RECEIVED
CSFO-DBP, Makati City
Date: JAN 19 2021
By: Ofina

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. Pagsuyuin
SOFIA C. PAGSUYUIN
HRMO

Date: January 19, 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	Chief Accountant	OSEC-DOTB-CACT-1-1998	24	85074	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	RA 1080 (CPA)	N/A	Accounting Division
2	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-41-2016	24	85074	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
3	Chief Tourism Operations Officer	OSEC-DOTB-CTOO-45-2016	24	85074	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 XIII
4	Supervising Tourism Operations Officer	OSEC-DOTB-SVTOO-13-1998	22	66867	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 VIII
5	Accountant III	OSEC-DOTB-A3-2-1998	19	46791	Bachelor's degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA)	N/A	Accounting Division
6	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-39-2016	18	42159	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
7	Senior Tourism Operations Officer	OSEC-DOTB-SRTOO-40-2016	18	42159	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 X
8	Accountant II	OSEC-DOTB-A2-5-1998	16	35106	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 XI
9	Administrative Officer IV	OSEC-DOTB-ADOF4-32-2016	15	32053	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 IX

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10	Tourism Operations Officer II	OSEC-DOTB-TOO2-7-1998	15	32053	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
11	Tourism Operations Officer II	OSEC-DOTB-TOO2-31-1998	15	32053	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
12	Internal Auditor II	OSEC-DOTB-IAUD2-12-2016	15	32053	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Operations Audit Division
13	Administrative Officer II	OSEC-DOTB-ADOF2-26-2009	11	22316	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	Accounting Division
14	Administrative Assistant III (Senior Bookkeeper)	OSEC-DOTB-ADAS3-14-2009	09	18,763	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
15	Administrative Assistant III (Senior Bookkeeper)	OSEC-DOTB-ADAS3-15-2009	09	18,763	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
16	Administrative Assistant III [Secretary II]	OSEC-DOTB-ADAS3-9-2016	09	18,763	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, Planning Service
17	Administrative Assistant I (Motorpool Supervisor I)	OSEC-DOTB-ADAS1-16-2009	07	16458	Completion of two-year studies in college	None required	None required	CS Sub-Professional/ First Level Eligibility	N/A	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 **February 01, 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

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).
 All next-in-rank employees who would not submit their applications are advised to submit a waiver.

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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.