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:

<table>
<thead>
<tr>
<th>No.</th>
<th>Position Title (Parenthetical Title, if applicable)</th>
<th>Plantilla Item No.</th>
<th>Salary/ Job Pay Grade</th>
<th>Monthly Salary</th>
<th>Education</th>
<th>Training</th>
<th>Experience</th>
<th>Eligibility</th>
<th>Competency (if applicable)</th>
<th>Place of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chief Accountant</td>
<td>OSEC-DOTB-CACT-1-1998</td>
<td>24</td>
<td>85074</td>
<td>Master's degree OR Certificate in Leadership and Management from the CSC</td>
<td>40 hours of supervisory/ management training/ learning and development intervention</td>
<td>4 years of supervisory/ management experience</td>
<td>RA 1080 (CPA)</td>
<td>N/A</td>
<td>Accounting Division</td>
</tr>
</tbody>
</table>

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 October 26, 2020.

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).

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.