

MEMORANDUM

TO : **ALL TPB PERSONNEL**

DATE : 27 January 2021

SUBJECT : Filling-up of Anticipated Vacant Position

Please find the corresponding qualification standards of the below permanent position for filling up for its anticipated vacancy:

M.I.C.E. Department

Sales and Accounts Management Division

Supervising Convention Services Officer SG 22

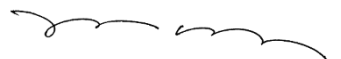
Education: Bachelor's degree
Experience: 3 years of relevant experience
Training: 16 hours of relevant training
Skills: Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning and Governance, Innovation, Project Management, Business Development. Marketing Proficiency, Marketing Strategy, Content Publishing, Media Relations, Market Development, Events Management
Eligibility: Career Service (Professional)
Second Level Eligibility

Interested applicants are requested to submit the following credentials to the Personnel and Human Resources Development Division (PHRDD) for proper evaluation/assessment:

- Letter of Intent
- Updated Personal Data Sheet
- Updated Work Experience Sheet
- Copy of Diploma
- Copy of Transcript of Records
- Copy of Training Certificates
- Copy of CSC Certificate of Eligibility
- Copy of Accomplished IPCR for the last two (2) rating periods (*for promotion*)

Kindly submit the scanned/soft copies in PDF file format of the abovementioned documents to Ms. Arianne Mae S. Inosanto at arianne_inosanto@tpb.gov.ph not later than **04 February 2021**.

Noted by:



JANET W. CANOY
Manager
Administrative Department



EVELYN D. SORIANO
Human Resource Management Officer V
Personnel and Human Resources
Development Division