

VACANT POSITIONS

as of 08 January 2021

# OFFICE OF THE CORPORATE BOARD SECRETARY

# Board Secretary V SG 24

Education:	Bachelor's degree
Experience:	4 years of relevant experience
Training:	24 hours of relevant training
Skills:	Attention to detail, Technical Writing, Confidentiality, Research and Analysis, Analytical
	Thinking, Corporate Planning and Governance, Legal Knowledge, Legal Writing, Board
	Meeting Management
Eligibility:	Career Service (Professional)
	Second Level Eligibility

# INTERNAL AUDIT OFFICE

# Internal Auditor V SG 24

Education:	Bachelor's degree relevant to the job
Experience:	4 years in position/s involving management and supervision
Training:	24 hours of training in management and supervision
Skills:	Attention to detail, Technical Writing, Initiative, Analytical Thinking, Audit Planning,
	Conducting Audit Engagement, Communicating Audit Result, Risk Analysis
Eligibility:	Career Service (Professional)
	Second Level Eligibility

# CORPORATE PLANNING AND BUSINESS DEVELOPMENT DEPARTMENT

# Department Manager III SG 26

Education:	Master's degree or Certificate in Leadership and Management from the CSC
Experience:	5 years of supervisory/management experience
Training:	120 hours of managerial training
Skills:	Attention to detail, Initiative, Analytical Thinking, Corporate Planning and Governance,
	Innovation, Business Intelligence, Business Resilience, ROI and Data Analysis, Business
	Development, Business Writing
Eligibility:	Appropriate eligibility for second level positions
	Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)

# Development Management Officer IV SG 22

Education:	Bachelor's degree relevant to the job
Experience:	3 years of relevant experience
Training:	16 hours of relevant training
Skills:	Attention to detail, Initiative, Analytical Thinking, Corporate Planning and Governance,
	Innovation, Business Intelligence, Business Resilience, ROI and Data Analysis, Business
	Development, Business Writing
Eligibility:	Career Service (Professional)
	Second Level Eligibility





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## Development Management Officer III SG 18

Education:	Bachelor's degree relevant to the job
Experience:	2 years of relevant experience
Training:	8 hours of relevant training
Skills:	Attention to detail, Initiative, Analytical Thinking, Corporate Planning and Governance,
	Innovation, Business Intelligence, Business Resilience, ROI and Data Analysis, Business
	Development, Business Writing
Eligibility:	Career Service (Professional)
	Second Level Eligibility

## MANAGEMENT INFORMATION SYSTEMS DEPARTMENT

# Information Technology Officer III SG 24

Education:	Master's degree
Experience:	4 years in position/s involving management and supervision
Training:	24 hours of training in management and supervision
Skills:	Attention to detail, Technical Writing, Analytical Thinking, Corporate Planning and
	Governance, Innovation, Project Management, User and Customer Support, Databases and
	Applications, Network Installation and Administration
Eligibility:	Career Service (Professional)
	Second Level Eligibility

#### Computer Maintenance Technologist III SG 17

Education: Experience:	Bachelor's degree relevant to the job 1 year of relevant experience
Training:	4 hours of relevant training
Skills:	Attention to detail, Technical Writing, Analytical Thinking, Corporate Planning and
	Governance, Innovation, Project Management, User and Customer Support, Databases and
	Applications, Network Installation and Administration
Eligibility:	Career Service (Professional)
	Second Level Eligibility

# OFFICE OF THE DEPUTY COO FOR MARKETING AND PROMOTIONS

## Deputy Chief Operating Officer SG 28

Education:	Master's degree or Certificate in Leadership and Management from the CSC
Experience:	5 years of supervisory/management experience
Training:	120 hours of managerial training
Skills:	Attention to detail, Technical Writing, Confidentiality, Initiative, Analytical Thinking and
	Governance, Innovation, Project Management, Information Management, Marketing
	Proficiency
Eligibility:	Appropriate eligibility for second level positions
	Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)





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## **M.I.C.E DEPARTMENT**

Department Manager III SO
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Education:	Master's degree or Certificate in Leadership and Management from the CSC
Experience:	5 years of supervisory/management experience
Training:	120 hours of managerial 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:	Appropriate eligibility for second level positions
	Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)

# SALES AND ACCOUNTS MANAGEMENT DIVISION

## Market Specialist V SG 24

Education:	Master's degree or Certificate in Leadership and Management from the CSC
Experience:	4 years of supervisory/management experience
Training:	40 hours of supervisory/management learning and development intervention
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

# EVENTS MARKETING AND SERVICES DIVISION

#### Project Development Officer V SG 24

Education:	Master's degree or Certificate in Leadership and Management from the CSC
Experience:	4 years in position/s involving management and supervision
Training:	40 hours of supervisory/management learning and development intervention
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



 TOURISM PROMOTIONS BOARD PHILIPPINES

 4th Floor, Legaspi Towers 300, Roxas Boulevard corner P. Ocampo, Sr. St., Malate, Manila 1004 Philippines

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# Project Development Officer IV SG 22

Education:	Bachelor's Degree relevant to the job
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

## Project Development Officer III SG 18

Education:	Bachelor's degree relevant to the job
Experience:	2 years of relevant experience
Training:	8 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

# INTERNATIONAL PROMOTIONS DEPARTMENT

# NORTH ASIA DIVISION

# Market Specialist V SG 24

Education:	Master's degree or Certificate in Leadership and Management from the CSC
Experience:	4 years of supervisory/management experience
Training:	40 hours of supervisory/management learning and development intervention
Skills:	Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning
	and Governance, Innovation, Project Management, Business Development. Marketing
	Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility:	Career Service (Professional)
	Second Level Eligibility

Market Specialist II SG 15

Education:	Bachelor's degree
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Skills:	Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning
	and Governance, Innovation, Project Management, Business Development. Marketing
	Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility:	Career Service (Professional)
	Second Level Eligibility





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# ASEAN AND THE PACIFIC DIVISION

Market Specia	alist V SG 24
Education:	Master's degree or Certificate in Leadership and Management from the CSC
Experience:	4 years of supervisory/management experience
Training:	40 hours of supervisory/management learning and development intervention
Skills:	Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning
	and Governance, Innovation, Project Management, Business Development. Marketing
	Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility:	Career Service (Professional)
- •	Second Level Eligibility

# EUROPE, AFRICA, THE MIDDLE EAST AND INDIA DIVISION

#### Market Specialist III SG 18

Education:	Bachelor's degree
Experience:	2 years of relevant experience
Training:	8 hours of relevant training
Skills:	Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning
	and Governance, Innovation, Project Management, Business Development. Marketing
	Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility:	Career Service (Professional)
	Second Level Eligibility

#### Market Specialist III SG 18

Education:	Bachelor's degree
Experience:	2 years of relevant experience
Training:	8 hours of relevant training
Skills:	Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning
	and Governance, Innovation, Project Management, Business Development. Marketing
	Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility:	Career Service (Professional)
- •	Second Level Eligibility

#### THE AMERICAS DIVISION

#### **Market Specialist V** SG 24

Education:	Master's degree or Certificate in Leadership and Management from the CSC
Experience:	4 years of supervisory/management experience
Training:	40 hours of supervisory/management learning and development intervention
Skills:	Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning
	and Governance, Innovation, Project Management, Business Development. Marketing
	Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility:	Career Service (Professional)
	Second Level Eligibility

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# Market Specialist IV 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, Market Development, Events Management, Tourism Trade Skills
Eligibility:	Career Service (Professional)
	Second Level Eligibility

# Market Specialist III SG 18

Education:	Bachelor's degree
Experience:	2 years of relevant experience
Training:	8 hours of relevant training
Skills:	Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning
	and Governance, Innovation, Project Management, Business Development. Marketing
	Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility:	Career Service (Professional)
	Second Level Eligibility

#### Market Specialist III SG 18

Education:	Bachelor's degree
Experience:	2 years of relevant experience
Training:	8 hours of relevant training
Skills:	Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning
	and Governance, Innovation, Project Management, Business Development. Marketing
	Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility:	Career Service (Professional)
	Second Level Eligibility

### Market Specialist II SG 15

Education:	Bachelor's degree
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Skills:	Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning
	and Governance, Innovation, Project Management, Business Development. Marketing
	Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility:	Career Service (Professional)
	Second Level Eligibility



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# DOMESTIC PROMOTIONS DEPARTMENT

#### SALES DIVISION

Market Specialist V	SG 24
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Education:	Master's degree or Certificate in Leadership and Management from the CSC
Experience:	4 years of supervisory/management experience
Training:	40 hours of supervisory/management learning and development intervention
Skills:	Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning
	and Governance, Innovation, Project Management, Business Development. Marketing
	Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility:	Career Service (Professional)
- •	Second Level Eligibility

## Market Specialist III SG 18

Education:	Bachelor's degree
Experience:	2 years of relevant experience
Training:	8 hours of relevant training
Skills:	Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning
	and Governance, Innovation, Project Management, Business Development. Marketing
	Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility:	Career Service (Professional)
	Second Level Eligibility

# Market Specialist III SG 18

Education:	Bachelor's degree
Experience:	2 years of relevant experience
Training:	8 hours of relevant training
Skills:	Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning
	and Governance, Innovation, Project Management, Business Development. Marketing
	Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility:	Career Service (Professional)
- •	Second Level Eligibility

#### Market Specialist II SG 15

Education:	Bachelor's degree
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Skills:	Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning
	and Governance, Innovation, Project Management, Business Development. Marketing
	Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility:	Career Service (Professional)
	Second Level Eligibility





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# INDUSTRY RELATIONS AND SERVICES DIVISION

#### Project Development Officer III SG 18

Education:	Bachelor's degree relevant to the job
Experience:	2 years of relevant experience
Training:	8 hours of relevant training
Skills:	Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning
	and Governance, Innovation, Project Management, Business Development. Marketing
	Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility:	Career Service (Professional)
- •	Second Level Eligibility

# Project Development Officer III SG 18

Education:	Bachelor's degree relevant to the job
Experience:	2 years of relevant experience
Training:	8 hours of relevant training
Skills:	Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning
	and Governance, Innovation, Project Management, Business Development. Marketing
	Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility:	Career Service (Professional)
	Second Level Eligibility

#### Project Development Officer II SG 15

Education:	Bachelor's degree relevant to the job
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Skills:	Attention to detail, Technical Writing, Initiative, Analytical Thinking, Corporate Planning
	and Governance, Innovation, Project Management, Business Development. Marketing
	Proficiency, Market Development, Events Management, Tourism Trade Skills
Eligibility:	Career Service (Professional)
	Second Level Eligibility

# MARKETING COMMUNICATIONS DEPARTMENT

#### Department Manager III SG 26

Education:	Master's degree or Certificate in Leadership and Management from the CSC
Experience:	5 years of supervisory/management experience
Training:	120 hours of managerial training
Skills:	Initiative, Analytical Thinking, Innovation, Project Management, Business Intelligence,
	Business Resilience, ROI and Data Analysis, Marketing Strategy (includes Delivering
	Marketing Presentation), Promo-Materials Development
Eligibility:	Appropriate eligibility for second level positions
	Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)





TOURISM PROMOTIONS BOARD VACANT POSITIONS

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# BRAND MANAGEMENT AND ADVERTISING DIVISION

# Information Officer V SG 24

Education:	Master's degree or Certificate in Leadership and Management from the CSC
Experience:	4 years in position/s involving management and supervision
Training:	40 hours of supervisory/management learning and development intervention
Skills:	Research and Analysis, Initiative, Innovation, Project Management, Business Intelligence,
	Business Resilience, ROI and Data Analysis, Marketing Strategy (includes Delivering
	Marketing Presentation), Brand Management, Promo-Materials Development, Graphic
	Design, Cost Estimation, Content Publishing (includes Creative Writing)
Eligibility:	Career Service (Professional)
	Second Level Eligibility

#### Creative Arts Specialist III SG 18

Education:	Bachelor's degree relevant to the job
Experience:	2 years of relevant experience
Training:	8 hours of relevant training
Skills:	Initiative, Innovation, Brand Management, Promo-materials Development, Graphic Design.
	Cost Estimation, Content Publishing (includes Creative Writing)
Eligibility:	Career Service (Professional)
	Second Level Eligibility

# MEDIA RELATIONS AND COMMUNICATIONS DIVISION

## Public Relations Officer V SG 24

Education:	Master's degree or Certificate in Leadership and Management from the CSC
Experience:	4 years in position/s involving management and supervision
Training:	40 hours of supervisory/management learning and development intervention
Skills:	Attention to detail, Technical Writing, Research and Analysis, Analytical Thinking Skills,
	Corporate Planning and Governance, Project Management, Audit Management, Media
	Relations
Eligibility:	Career Service (Professional)
•••	Second Level Eligibility

#### Public Relations Officer IV SG 22

Education:	Bachelor's degree
Experience:	3 years of relevant experience
Training:	16 hours of relevant training
Skills:	Attention to detail, Technical Writing, Research and Analysis, Analytical Thinking Skills,
	Corporate Planning and Governance, Project Management, Audit Management, Media
	Relations
Eligibility:	Career Service (Professional)
- •	Second Level Eligibility





VACANT POSITIONS

as of 08 January 2021

# OFFICE OF THE DEPUTY COO FOR CORPORATE AFFAIRS

# FINANCE DEPARTMENT

Secretary I	SG 7
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Education: Experience:	Completion of two years studies in college None required
Training:	None required
Skills:	Attention to details, Initiative, Logistics and Support Administration, Accounting
	Proficiency
Eligibility:	Career Service (Sub-professional)
	First Level Eligibility

# **BUDGET DIVISION**

Budget Officer IV SG 22

Education:	Bachelor's degree relevant to the job
Experience:	3 years of relevant experience
Training:	16 hours of relevant training
Skills:	Attention to detail, Technical Writing, Initiative, Analytical Thinking Skills, Corporate
	Planning and Governance, Innovation, Project Management, Information Management,
	Logistics and Support Administration, Accounting Proficiency, Budget Preparation and
	Management
Eligibility:	Career Service (Professional)
	Second Level Eligibility

Budget Officer IIISG 18

Education: Experience:	Bachelor's degree relevant to the job 2 years of relevant experience
Training:	8 hours of relevant training
Skills:	Attention to detail, Technical Writing, Initiative, Analytical Thinking Skills, Corporate
	Planning and Governance, Innovation, Project Management, Information Management,
	Logistics and Support Administration, Accounting Proficiency, Budget Preparation and
	Management
Eligibility:	Career Service (Professional)
	Second Level Eligibility

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## ADMINISTRATIVE DEPARTMENT

Secretary I SG 7

Education:	Completion of two years studies in college
Experience:	None required
Training:	None required
Skills:	Interpersonal Communication, Records Management/Digital File
Eligibility:	Career Service (Sub-professional)
	First Level Eligibility

# PROCUREMENT AND GENERAL SERVICES DIVISION

Property Offic	cer III	SG 18	
Education:	Bachelor's deg	ree	
Experience:	2 years of relev	ant experience	

Experience:	2 years of relevant experience
Training:	8 hours of relevant training
Skills:	Attention to detail, Technical Writing, Initiative, Analytical Thinking Skills, Corporate
	Planning and Governance, Innovation, Project Management, Information Management,
	Logistics and Support Administration, Budget Preparation and Management, Cash
	Management, Corrective Preventive Maintenance, Supplier Vendor Management
Eligibility:	Career Service (Professional)
	Second Level Eligibility

# Administrative Services Officer III SG 15

Education:	Bachelor's degree
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Skills:	Attention to detail, Technical Writing, Initiative, Analytical Thinking Skills, Corporate
	Planning and Governance, Innovation, Project Management, Information Management,
	Logistics and Support Administration, Budget Preparation and Management, Corrective
	Preventive Maintenance, Procurement, Supplier Vendor Management
Eligibility:	Career Service (Professional)
	Second Level Eligibility

#### \*\*\*Nothing follows\*\*\*



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