

TOURISM PROMOTIONS BOARD
JOB OPENING
as of 22 June 2022

PROCUREMENT AND GENERAL SERVICES DIVISION

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, Innovation, Project Management, Information Management, Logistics and Support Administration, Budget Preparation and Management, Corrective Preventive Maintenance, Procurement, Supplier and Vendor Management
Eligibility: Career Service (Professional)
Second Level Eligibility

Driver SG-8

Education: Elementary School Graduate
Experience: None required
Training: None required
Skills:
Eligibility: Driver License (MC 11, s. 96 - Cat. II)

*****Nothing follows*****

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

Kindly submit the scanned/soft copies in PDF file format of the abovementioned documents to the Personnel and Human Resources Development Division (PHRDD) at email address: vacancies@mis.tpb.gov.ph not later than **02 July 2022**.

TPB strictly adheres to the EEO policy and highly encourages all interested and qualified applicants including persons with disability, members of the Indigenous Communities, and those from any Sexual orientation and gender identities and expression (SOGIE). In keeping with this conviction, TPB likewise adheres to the principles of merit, fitness, and equality in all its RSP processes.