

**TOURISM PROMOTIONS BOARD
JOB OPPORTUNITIES
(Contract of Service)
as of 28 November 2024**

LEGAL DEPARTMENT

Contract Specialist SG 15

Education: Bachelor's degree
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Professional)
Second Level Eligibility

Job Description:

1. Write and administer contracts, opinions, reports, correspondences, and other legal documents
2. Prepare contracts, examine legal statements and documents received by and entered into by the Corporation, and recommend appropriate actions thereto;
3. Conduct research into a variety of legal issues.
4. Assist the Department Manager on matters relating to administrative cases involving employees of the Corporation and recommends appropriate actions in accordance with applicable laws, rules and regulations; and
5. Perform such other related functions that may be assigned from time to time.

**OFFICE OF THE DEPUTY CHIEF OPERATING OFFICER
FOR CORPORATE AFFAIRS**

Messenger SG 6

Education: Elementary School Graduate
Experience: None required
Training: None required
Eligibility: None required

Job Description:

1. Deliver official documents of the TPB;
2. Assist in the performance of clerical work, such as but not limited to, receiving incoming and outgoing communications;
3. Perform other messengerial errands and other related functions that may be assigned from time to time.

ADMINISTRATIVE DEPARTMENT

PROPERTY MANAGEMENT AND GENERAL SERVICES DIVISION

Driver SG 8

Education: High School Graduate
Experience: 1 year of relevant experience
Training: None required
Eligibility: Valid Professional Driver's License

Job Description:

1. Safely transport official and authorized passengers or cargoes to the designed designation.
2. Oversee proper and timely maintenance of vehicle, ensuring that assigned vehicle is always in good running condition.
3. Responsible for cleanliness and upkeep of the vehicle at all times.
4. Report to the proper authorities any damages or concern on the vehicle to ensure safety of passengers.
5. Report all incidents and accidents to the concerned department immediately.
6. Ensure that assigned vehicles' documents and relevant paper works are in order prior to any movement.
7. Performs such other related functions that may be assigned from time to time.

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

Interested applicants are requested to submit the scanned/soft copies in PDF file format of the following documents to the Personnel and Human Resources Development Division (PHRDD) at the email address: vacancies@tpb.gov.ph no later than **8 December 2024**:

- ✓ Letter of Intent
- ✓ [Personal Data Sheet](#)
- ✓ [Work Experience Sheet](#) (if applicable)
- ✓ Diploma
- ✓ Transcript of Records
- ✓ Copy of the Certification of CSC Eligibility or Bar/Board Eligibility (R.A. 1080)
- ✓ Copy of Certificate/s of Completion for Trainings Attended (if any)
- ✓ Copy of Certificate/s of Completion for Trainings Attended (if any)

The 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.