

**TOURISM PROMOTIONS BOARD  
JOB OPPORTUNITIES  
(Contract of Service and Project-based)  
as of 04 February 2025**

**CORPORATE PLANNING AND BUSINESS DEVELOPMENT DEPARTMENT**

**Writer SG 15**  
(Project-based)

- Education: Bachelor's degree relevant to the job
- *Communication, Marketing, Journalism, Film, Multimedia Arts, or any other related field*
  - *A Master's degree or Master's units relevant to Communications is an advantage*
- Experience: 1 year of relevant experience
- Training: 4 hours of relevant training
- *International training certifications are an advantage*
- Eligibility: Career Service (Professional)  
Second Level Eligibility
- Skills:
- a. Strong creative writing skills to develop compelling and engaging content aligned with TPB's branding and thematic concepts.
  - b. Strong creative skills to develop thematic concepts that align with TPB's branding guidelines.
  - c. Proficiency in multimedia design tools such as Adobe Creative Suite (Photoshop, Illustrator, InDesign, etc.).
  - d. Strong attention to detail in typography, color schemes, and formatting.
  - e. Competence in using video conferencing platforms such as Zoom or MS Teams for virtual meetings and presentations.
  - f. Strong interpersonal and communication skills, with the ability to work collaboratively with cross-functional teams.
  - g. Excellent organizational and time-management skills, capable of handling multiple tasks and deadlines.
  - h. Highly self-motivated, resourceful, and adaptable to dynamic working conditions.
  - i. Familiarity with government or corporate branding standards is an advantage.
  - j. Proficient in Microsoft Office applications, especially MS Word, PowerPoint, and Excel.
  - k. Must have access to a personal computer with the necessary software for writing, editing, and video production.
  - l. Strong research capabilities to gather data, insights, and context for reports and video scripts.
  - m. Must submit portfolio of previous works to demonstrate experience and capabilities in producing high quality reports and multi-media content.

## Deliverables/Milestones:

1. Narrative of the TPB Annual Report 2024 based on final approval of TPB
  - a. Develop and write a comprehensive narrative report aligned with the approved content and structure provided by the Tourism Promotions Board.
  - b. Design and create the layout of the TPB Annual Report 2024, ensuring visual consistency with TPB's branding guidelines.
  - c. Conceptualize and design the cover page of the annual report, reflecting the year's overarching theme.
  - d. Design custom infographics, charts, and other visual elements to effectively present complex data and key performance metrics.
  - e. Conduct research and interviews, as necessary, to gather detailed insights and data related to TPB's programs, achievements, and milestones for 2024.
  - f. Ensure that the narrative adheres to organizational branding, tone, and style guidelines.
  - g. Collaborate with relevant departments for accurate and updated information.
  - h. Edit and proofread the document to ensure clarity, coherence, and error-free content.
2. Executive Summary Report 2024
  - a. Create a concise and impactful executive summary that highlights the major achievements, milestones, and performance metrics of TPB in 2024.
  - b. Ensure the summary complements the full annual report and caters to stakeholders who require a high-level overview.
  - c. Utilize data visualization tools to present key data points effectively.
3. 1-2 minute video wrap summarizing key highlights, achievements, and milestones for 2024.
  - a. Conceptualize, produce, and edit a 1-2 minute video summarizing TPB's key highlights, achievements, and milestones for 2024.
  - b. Write a script that effectively conveys the key points in an engaging manner.
  - c. Ensure adherence to TPB branding and design standards.

## Graphic Artist (Project-based)

### SG 13

- Education: Bachelor's degree relevant to the job
- *Communication, Multimedia Arts, or any other related field*
  - *A Master's degree or Master's units relevant to Communications or Design is an advantage*
- Experience: 1 year of relevant experience
- *Preferably with a minimum of 3-5 years of experience in graphic design, report design, or multimedia production, with a strong portfolio of previous works*
  - *Previous experience in handling government projects is an advantage*
  - *International work experience is an advantage*
- Training: 4 hours of relevant training
- *International training certifications are an advantage*
- Eligibility: Career Service (Professional)  
Second Level Eligibility

**Skills:**

- a. Strong proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign, etc.) and other relevant design tools.
- b. Strong attention to detail in typography, color schemes, and formatting.
- c. Experience in designing for both print and digital media.
- d. Ability to conceptualize and execute design ideas that align with branding and narrative themes.
- e. Competence in video editing software and familiarity with video production processes.
- f. Strong interpersonal and communication skills, with the ability to work collaboratively with cross-functional teams.
- g. Excellent organizational and time-management skills, capable of handling multiple tasks and deadlines.
- h. Highly self-motivated, resourceful, and adaptable to dynamic working conditions.
- i. Familiarity with government or corporate branding standards is an advantage.
- j. Proficient in Microsoft Office applications, especially MS Word, PowerPoint, and Excel.
- k. Must have access to a personal computer with the necessary software for writing, editing, and video production.
- l. Must submit portfolio of previous works to demonstrate experience and capabilities in producing high quality reports and multi-media content.

**Deliverables/Milestones:**

1. Design and Layout of the TPB Annual Report 2024
  - a. Collaborate with the Writer to design and create the layout of the TPB Annual Report 2024, ensuring visual consistency with TPB's branding guidelines.
  - b. Ensure that the layout complements the narrative content provided by the Writer, enhancing the report's clarity and engagement.
  - c. Ensure all visual elements, including typography, color schemes, and formatting, align with TPB's branding and style guidelines.
2. Cover Page Design
  - a. Conceptualize and design the cover page of the TPB Annual Report 2024, reflecting the overarching theme for the year, as determined by TPB.
  - b. Collaborate with the Writer to ensure the cover design aligns with the narrative and key messages of the report.
3. Custom Infographics and Visual Elements
  - a. Design and develop custom infographics, charts, and other visual elements to effectively present complex data, key performance metrics, and other important content from the report.
  - b. Ensure that the visual elements support and enhance the narrative, aiding in the clear communication of TPB's achievements and milestones for 2024.

#### 4. Executive Summary Report Design

- a. Collaborate with the Writer to design the Executive Summary of the TPB Annual Report 2024, ensuring that it is visually impactful, clear, and easy to understand.
- b. Utilize data visualization tools to highlight TPB's major achievements, milestones, and performance metrics in the summary.

#### 5. 1-2 Minute Video Wrap-up Design

- a. Collaborate with the Writer to conceptualize, produce, and edit a 1-2 minute video summarizing TPB's key highlights, achievements, and milestones for 2024.
- b. Design the visual elements of the video, ensuring they are engaging and aligned with TPB's branding standards.

## MARKETING COMMUNICATIONS DEPARTMENT

### MEDIA RELATIONS AND COMMUNICATIONS DIVISION

#### **Project Officer III**                      **SG 18** (Contract of Service)

Education: Bachelor's degree relevant to the job

Experience: 2 years of relevant experience

- Using WordPress or similar software
- Must be able to present at least two (2) written works (published or unpublished, having published is an advantage)
- At least a year of experience in project management

Training: 8 hours of relevant training

Eligibility: Career Service (Professional)  
Second Level Eligibility

#### **Job Description:**

1. Handle of all necessary paperwork and closely coordinate with winning (third party) bidder to ensure that Travel Philippines will continue to function, be maintained and be updated both in the development and content aspects.
2. Oversee that all reports related to the Travel Philippines app are submitted accordingly when needed.
3. Coordinate with private sector, DOT, and other government agencies regarding content submissions and inputting.
4. Strategize ways to add information and ensuring upload of correct information into the app.
5. Work with the content development team to ensure that information in the app is correct/verified.
6. Organize, edit, and write content submissions as needed.
7. Draft the Terms of Reference (TOR) in coordination with the TPB's Management Information Systems Department (MISD) as needed.
8. Implement initiatives related to Travel Philippines in various events.
9. Create presentations, briefers, and the like related to Travel Philippines upon request.
10. Ensure that marketing efforts are fulfilled in coordination with the Deputy Chief Operating Officer for Marketing and Promotions (DCOO-MP).
11. Coordinate with the Chief Operating Officer (COO) as to overall app improvement.

**Public Relations Officer III                      SG 18**  
*(Contract of Service)*

Education: Bachelor's degree relevant to the job  
Experience: 2 years of relevant experience  
Training: 8 hours of relevant training  
Eligibility: Career Service (Professional)  
Second Level Eligibility

**Job Description:**

1. Assist the Division Chief and Public Relations Officer IV of the Media Relations and Communications Department.
2. Develop public relations programs including budget control, press release, and promotional activities for implementation.
3. Assist in planning, development and implementation of PR strategies for TPB in relation to its overall communication strategies.
4. Conduct researches, write and distribute press releases to targeted media.
5. Liaise with and answer inquiries from media, individuals and other organizations via telephone or media.
6. Write interesting and effective press releases, and prepare information for media kits, including social correspondences for the Department and for TPB.
7. Manage the PR aspect of a potential crisis situation.
8. Organize and analyze media coverage/s.
9. Plan and coordinate photo opportunities for the PR of TPB.
10. Coordinate with press and mass media, and monitor above-the-line marketing and promotion performance.
11. Liaise with the official Media planning agency relative to placement requirements and evaluation of media proposals for TPB.
12. Organize media familiarization trips in close coordination with market teams and other external agencies concerned.
13. Establish, maintain, and strengthen the relationships of TPB with media partners (networks, publications, digital platforms, bloggers, PR agencies, and other media personalities).
14. Perform such other related functions that may be assigned from time to time.

**Photographer II                      SG 11**  
*(Contract of Service)*

Education: High School Graduate or Completion of Relevant Vocational/Trade Course  
Experience: None required  
Training: None required  
Eligibility: Photographer (MC No. 10, s. 2013-CAT. II)

**Job Description:**

1. Capture high-quality video during organized events, projects, and special activities, ensuring comprehensive documentation for media releases.
2. Maintain and update all image bank of all photography to ensure easy accessibility for internal and external stakeholders, and compliance with copyright and usage rights through waiver forms.

3. Edit and retouch photographs to enhance visual appeal and ensure a consistent and polished look across all media channels.
4. Collaborate with the creatives team to seamlessly integrate images into diverse marketing materials supporting the agency's visual branding and communications strategies.
5. Maintain inventory and perform maintenance tasks necessary to keep all photography equipment in optimal working condition.
6. Recommend necessary equipment upgrades or acquisitions to keep the agency technologically current and aligned with industry standards.
7. Assist in the preparation of films/slides documentaries in AV presentations.
8. 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**  
*(Contract of Service)*

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;
4. Perform such other related functions that may be assigned from time to time.

## **ADMINISTRATIVE DEPARTMENT**

### **PERSONNEL AND HUMAN RESOURCES DEVELOPMENT DIVISION**

**Human Resource Management Officer I**    **SG 13**  
*(Recruitment, Selection and Promotion)*  
*(Contract of Service)*

Education:    Bachelor's degree (*preferably BS/AB Psychology graduate*)  
Experience:    None required  
Training:       None required  
Eligibility:     Career Service (Professional) Second Level Eligibility  
                    *preferably a Registered Psychometrician*

### **Job Description:**

1. Facilitate the hiring of Contract of Services personnel based on the received approved Personnel Requisition Form.
2. Facilitate the implementation of the Job Internship Program.

3. Facilitate the endorsement of shortlisted candidates to the service provider for the Competency-based Online Assessment and monitor timely release and review the received Full Assessment Report.
4. Maintain, update and enhance necessary recruitment-related documented information (printed or digital), databases, and filing system (physical or digital).
5. Perform such other related functions that may be assigned from time to time.

**Training Specialist II      SG 15**  
*(Contract of Service)*

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. Facilitate implementation of the Learning and Development (LAD) process.
2. Facilitate implementation of LAD and other HR-related activities.
3. Prepare necessary LAD-related communications and reports.
4. Facilitate the collection and tallying of data from the conduct of competency assessment, employee engagement surveys, and other LAD-related activities.
5. Maintain, update, and enhance necessary LAD-related documented information (printed and digital), databases, and filing system (physical and digital).
6. Assist in the facilitation of calibration of TPB Competency-based Framework and Baseline of positions and Job Descriptions.
7. Perform such other related functions that may be assigned from time to time.

**PROPERTY MANAGEMENT AND GENERAL SERVICES DIVISION**

**Administrative Officer I      SG 13**  
*(Property)*  
*(Contract of Service)*

Education: Bachelor's degree  
 Experience: None required  
 Training: None required  
 Eligibility: Career Service (Professional)  
                   Second Level Eligibility

**Job Description:**

1. Provide assistance in releasing promotional materials.
2. Provide assistance during the conduct of the annual inventory.
3. Serve as secretariat of the Disposal Committee.
4. Provide assistance during the inspection and acceptance of delivered items.
5. Schedule, monitor, and prepare documentation for the weekly delivery of drinking water and plants maintenance.

6. Inspect properties for pass in/out and secure approval of gate pass from building administration (LT 300).
7. Prepare and submit payment documents for delivery of drinking water and plants maintenance.
8. Utilize and monitor PAMS modules: Equipment and ICS, supplies.
9. Participate during ISO audits as process owner/auditee.
10. Perform such other related functions that may be assigned from time to time.

**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 designated destination as scheduled.
2. Oversee proper and timely maintenance of the vehicle, ensuring that the assigned vehicle is always in good running condition.
3. Responsible for the cleanliness and upkeep of the vehicle at all times.
4. Report to the proper authorities any damages or concerned departments immediately.
5. Ensure that the assigned vehicle's document and relevant paper works are in order prior to any movement.
6. Perform 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: [careers@tpb.gov.ph](mailto:careers@tpb.gov.ph) no later than **13 February 2025**:

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

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*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.*