

TOURISM PROMOTIONS BOARD
VACANT POSITIONS
as of 19 May 2025

OFFICE OF THE CHIEF OPERATING OFFICER

Item no. 9 - Executive Assistant II **SG-17 / JG-10**

Education: Bachelor's degree
Experience: 1 year of experience
Training: 4 hours of training
Skills:

- **Core Competencies:**
Professionalism, Integrity, and Initiative
- **Technical Competencies:**
Attention to Details, Confidentiality Skills, Information and Knowledge Management, Managing Resources, and Marketing Proficiency

Eligibility: Career Service (Professional)
Second Level Eligibility

LEGAL DEPARTMENT

Item no. 14 - Attorney IV **SG-23 / JG-12**

Education: Bachelor of Laws
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Skills:

- **Core Competencies:**
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**
Building Collaborative and Inclusive Networks, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Critically, Creating and Nurturing a High Performing Organization
- **Technical Competencies:**
Legal Proficiency and Risk Analysis and Remedies

Eligibility: RA 1080 (Attorney)

MANAGEMENT INFORMATION SYSTEMS DEPARTMENT

Item no. 25 - Information Technology Officer III SG-24 / JG-12

Education: Masteral Degree
Experience: 4 years in position/s involving management and supervision
Training: 24 hours of training in management and supervision
Skills:

- **Core Competencies:**
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**
Building Collaborative and Inclusive Networks, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Critically, Creating and Nurturing a High Performing Organization
- **Technical Competencies:**
Computer Proficiency and Data Management

Eligibility: Career Service (Professional)
Second Level Eligibility

OFFICE OF THE DEPUTY COO FOR MARKETING AND PROMOTIONS

Item no. 30 - Deputy Chief Operating Officer SG-28 / JG-16

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:

- **Core Competencies:**
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**
Building Collaborative and Inclusive Networks, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Critically, Creating and Nurturing a High Performing Organization
- **Technical Competencies:**
Managing Resources, Marketing Proficiency

Eligibility: Career Service (Professional)
Second Level Eligibility

M.I.C.E DEPARTMENT

SALES AND ACCOUNTS MANAGEMENT DIVISION

Item no. 42 - Convention Services Officer III

SG-15 / JG-10

Education: Bachelor's degree
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Skills:

- **Core Competencies:**
Professionalism, Integrity, and Initiative
- **Technical Competencies:**
Attention to Details, Corporate Planning and Governance, Effective Communication, Information and Knowledge Management, Marketing Proficiency, Project Management, Execution, and Monitoring, Project Planning and Evaluation

Eligibility: Career Service (Professional)
Second Level Eligibility

INTERNATIONAL PROMOTIONS DEPARTMENT

NORTH ASIA DIVISION

Item no. 55 - Market Specialist V

SG-24 / JG-12

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:

- **Core Competencies:**
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**
Building Collaborative and Inclusive Networks, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Critically, Creating and Nurturing a High Performing Organization
- **Technical Competencies:**
Corporate Planning and Governance, Marketing Proficiency

Eligibility: Career Service (Professional)
Second Level Eligibility

Item no. 62 - Market Specialist II**SG-15 / JG-10**

Education: Bachelor's degree
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Skills:

- **Core Competencies:**
Professionalism, Integrity, and Initiative
- **Technical Competencies:**
Attention to Details, Corporate Planning and Governance, Effective Communication, Information and Knowledge Management, Marketing Proficiency, Project Management, Execution, and Monitoring, Project Planning and Evaluation

Eligibility: Career Service (Professional)
Second Level Eligibility

EUROPE, AFRICA, THE MIDDLE EAST AND INDIA DIVISION**Item no. 71 - Market Specialist V****SG-24 / JG-12**

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:

- **Core Competencies:**
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**
Building Collaborative and Inclusive Networks, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Critically, Creating and Nurturing a High Performing Organization
- **Technical Competencies:**
Corporate Planning and Governance, Marketing Proficiency

Eligibility: Career Service (Professional)
Second Level Eligibility

Item no. 76 - Market Specialist II**SG-15 / JG-10**

Education: Bachelor's degree
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Skills:

- **Core Competencies:**
Professionalism, Integrity, and Initiative
- **Technical Competencies:**
Attention to Details, Corporate Planning and Governance, Effective Communication, Information and Knowledge Management, Marketing Proficiency, Project Management, Execution, and Monitoring, Project Planning and Evaluation

Eligibility: Career Service (Professional)
Second Level Eligibility

Item no. 77 - Market Specialist II **SG-15 / JG-10**

Education: Bachelor's degree
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Skills:

- **Core Competencies:**
Professionalism, Integrity, and Initiative
- **Technical Competencies:**
Attention to Details, Corporate Planning and Governance, Effective Communication, Information and Knowledge Management, Marketing Proficiency, Project Management, Execution, and Monitoring, Project Planning and Evaluation

Eligibility: Career Service (Professional)
Second Level Eligibility

Item no. 78 - Market Specialist II **SG-15 / JG-10**

Education: Bachelor's degree
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Skills:

- **Core Competencies:**
Professionalism, Integrity, and Initiative
- **Technical Competencies:**
Attention to Details, Corporate Planning and Governance, Effective Communication, Information and Knowledge Management, Marketing Proficiency, Project Management, Execution, and Monitoring, Project Planning and Evaluation

Eligibility: Career Service (Professional)
Second Level Eligibility

THE AMERICAS DIVISION

Item no. 79 - Market Specialist V **SG-24 / JG-12**

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:

- **Core Competencies:**
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**
Building Collaborative and Inclusive Networks, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Critically, Creating and Nurturing a High Performing Organization

- **Technical Competencies:**
Corporate Planning and Governance, Marketing Proficiency

Eligibility: Career Service (Professional)
Second Level Eligibility

Item no. 81 - Market Specialist III SG-18 / JG-11

Education: Bachelor's degree
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Skills:

- **Core Competencies:**
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**
Building Collaborative and Inclusive Networks, Thinking Strategically and Critically, Creating and Nurturing a High Performing Organization
- **Technical Competencies:**
Effective Communication, Marketing Proficiency, Project Management, Execution, and Monitoring, Project Planning and Evaluation

Eligibility: Career Service (Professional)
Second Level Eligibility

Item no. 83 - Market Specialist III SG-18 / JG-11

Education: Bachelor's degree
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Skills:

- **Core Competencies:**
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**
Building Collaborative and Inclusive Networks, Thinking Strategically and Critically, Creating and Nurturing a High Performing Organization
- **Technical Competencies:**
Effective Communication, Marketing Proficiency, Project Management, Execution, and Monitoring, Project Planning and Evaluation

Eligibility: Career Service (Professional)
Second Level Eligibility

MARKETING COMMUNICATIONS DEPARTMENT

BRAND MANAGEMENT AND ADVERTISING DIVISION

Item no. 107 – Information Officer V SG-24 / JG-12

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:

- **Core Competencies:**
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**
Building Collaborative and Inclusive Networks, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Critically, Creating and Nurturing a High Performing Organization
- **Technical Competencies:**
Corporate Planning and Governance, Marketing Proficiency

Eligibility: Career Service (Professional)
Second Level Eligibility

Item no. 109 - Advertising Officer III SG-18 / JG-11

Education: Bachelor's degree
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Skills:

- **Core Competencies:**
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**
Building Collaborative and Inclusive Networks, Thinking Strategically and Critically, Creating and Nurturing a High Performing Organization
- **Technical Competencies:**
Attention to Details, Brand Management, Effective Communication, and Marketing Proficiency

Eligibility: Career Service (Professional)
Second Level Eligibility

MEDIA RELATIONS AND COMMUNICATIONS DIVISION

Item no. 115 - Public Relations Officer V SG-24 / JG-12

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:

- **Core Competencies:**
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**
Building Collaborative and Inclusive Networks, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Critically, Creating and Nurturing a High Performing Organization
- **Technical Competencies:**
Corporate Planning and Governance, Marketing Proficiency

Eligibility: Career Service (Professional)
Second Level Eligibility

Item no. 118 - Public Relations Officer III

SG-18 / JG-11

Education: Bachelor's degree
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Skills:

- **Core Competencies:**
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**
Building Collaborative and Inclusive Networks, Thinking Strategically and Critically, Creating and Nurturing a High Performing Organization
- **Technical Competencies:**
Attention to Details, Effective Communication, Marketing Proficiency, and Media Relations

Eligibility: Career Service (Professional)
Second Level Eligibility

OFFICE OF THE DEPUTY COO FOR CORPORATE AFFAIRS

FINANCE DEPARTMENT

BUDGET DIVISION

Item no. 131 - Budget Officer IV

SG 22/JG 12

Education: Bachelor's degree relevant to the job
Experience: 3 years of relevant experience
Training: 16 hours of relevant training
Skills:

- **Core Competencies:**
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**
Building Collaborative and Inclusive Networks, Thinking Strategically and Critically, Creating and Nurturing a High Performing Organization

- **Technical Competencies:**
Analytical Thinking, Information and Knowledge Management, Managing Resources, and Risk Analysis and Remedies

Eligibility: Career Service (Professional)
Second Level Eligibility

PROCUREMENT MANAGEMENT DIVISION SG 24/JG 12

Item no. 140 - Chief Administrative Officer SG-24 / JG-12

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:

- **Core Competencies:**
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**
Building Collaborative and Inclusive Networks, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Critically, Creating and Nurturing a High Performing Organization
- **Technical Competencies:**
Corporate Planning and Governance, and Procurement Management

Eligibility: Career Service (Professional)
Second Level Eligibility

ADMINISTRATIVE DEPARTMENT

PROPERTY MANAGEMENT AND GENERAL SERVICES DIVISION

Item no. 154 - Administrative Officer V SG-18 / JG-11

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

- **Core Competencies:**
Professionalism, Integrity, and Initiative
- **Leadership Competencies:**
Building Collaborative and Inclusive Networks, Thinking Strategically and Critically, Creating and Nurturing a High Performing Organization
- **Technical Competencies:**
Attention to Details, Information and Knowledge Management, Procurement Management, Risk Analysis and Remedies

Eligibility: Career Service (Professional)
Second Level Eligibility

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

Interested applicants are requested to prepare the following documents **in PDF file format** prior to accomplishing the **[TPB Online Application Form](#)***:

- ✓ Letter of Intent
- ✓ [Personal Data Sheet](#)
- ✓ [Work Experience Sheet](#)
- ✓ [Data Privacy Statement and Confidentiality Undertaking](#)
- ✓ Diploma (*if graduated from a foreign school/institution, must be with CHED Certification*)
- ✓ Transcript of Records
- ✓ Authenticated Copy of the Certification of CSC Eligibility or Bar/Board Eligibility (R.A. 1080)
- ✓ Copy of Certificate/s of Completion for Trainings Attended
- ✓ Copy of Office/ Special Orders (*if applicable, for validation of scope of duties and responsibilities*)
- ✓ Copy of Performance Rating for the last two (2) rating periods (*for validation of actual work performance*)

**Incomplete submission of the necessary information and required documents will constrain you from completing the online application form.*

Kindly submit your applications no later than **03 June 2025**.

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, the TPB likewise adheres to the principles of merit, fitness, and equality in all its RSP processes.