

TOURISM PROMOTIONS BOARD
JOB OPPORTUNITIES
(Contracts of Services)
as of 30 April 2025

CORPORATE PLANNING AND BUSINESS DEVELOPMENT DEPARTMENT

Planning Officer II **SG 15**

- Education: Bachelor's degree relevant to the job
- *preferably with a degree in Economics or Statistics, and with a background in research and statistical data analysis*
- Experience: 1 year of relevant experience
- *Previous technical work experience in a similar capacity is preferred*
 - *Has experience in handling ISO documents and updating company files*
- Training: 4 hours of relevant training
- Eligibility: Career Service (Professional)
Second Level Eligibility
- Skills:
- a. Proficient in English communication (both oral and written).
 - b. Computer literate.
 - c. Proficient in using Microsoft Office applications, particularly MS Word, Excel, and PowerPoint.
 - d. Proficient in using video conferencing platforms such as Zoom.
 - e. Possesses strong critical thinking, problem-solving, and records management skills.

Job Description:

1. Assist the process owner in the ISO process "Handling of Customer Feedback/" which includes monitoring and reviewing the submission of Consolidated Customer Feedback Reports, preparing analyses and presentation decks on feedback results, monitoring the implementation of action plans, and serving as an auditee during Internal Quality Audits, Pre-Surveillance Audits, and External Quality Audits;
2. Under the supervision of a Planning Officer, prepare initial drafts of DBM-related reports, such as the Budget Accountability Report (BAR) 1 - Quarterly Physical Report of Operation, Budget Execution Document (BED) 2 - Physical Plan, DBM Form 700, DBM Form 708, Budget Form A, Climate Change Expenditure Tagging (CCET) Quality Assurance Form, DBM Form 711, among others;
3. Assist Planning Officers in the preparation and submission of relevant reports for the Annual Budgetary Requirements for the Senate and House of Representatives;

4. Assist as part of the ISO QMS Secretariat, particularly during the conduct of ISO Focus Group Discussions (FGDs), trainings, and workshops;
5. Assist in FGDs with the QMS Facilitator-Coach, planning preparations, and the conduct of year-round planning sessions;
6. Assist in gathering, processing, consolidating, and evaluating monitoring reports based on QMS, ISO, and SPMS;
7. Assist in preparing reportorial requirements for submission to DOT, GCG, COA, DBM, and other regulatory agencies;
8. Assist in the preparation of GAD activities and GAD-related reports;
9. Assist in preparing communication materials related to ISO, Market Intelligence, Planning, Business Development, CSR, and/or other requirements of the CPBD Department; and
10. Perform other CPBD tasks as assigned, in line with the 2024 work output program and project requirements.

Administrative Assistant SG 11

Education: Bachelor's degree

- *Preferably with a background in planning, research, statistics, or public relations/administration.*

Experience: None required

Training: None required

Eligibility: Career Service (Professional)
Second Level Eligibility

Skills:

- a. Proficient in English communication (oral and written).
- b. Computer literate.
- c. Proficient in using Microsoft Office applications, particularly MS Word, Excel, and PowerPoint.
- d. Strong research, technical writing, and analytical skills.
- e. Comfortable working with numbers, data, and calculations.

Job Description:

1. Review and manage all communications forwarded to the department, maintaining a communications log in accordance with ISO documentation, and handle routine departmental communications independently;
2. Maintain an updated schedule of meetings, appointments, contact details, and other relevant information for the Department Manager and department personnel as appropriate;
3. Assist in logistical paperwork and arrangements for QMS, ISO, and SPMS functions;
4. Collect and archive documents in accordance with the Masterlist of Retained Quality Documents, Information Retention Period, or NAP Guidelines;
5. Assist in the facilitation of payments, liquidation, and disbursement for all procured products and services related to the implementation of the department's PAPs;

6. Provide administrative support in the conduct of planning sessions and workshops, including but not limited to QMS, ISO, and SPMS-related functions and events;
7. Assist departmental personnel with administrative requirements, including but not limited to the conduct of Corporate Social Responsibility (CSR) programs, commissioned studies (surveys), and business development matters;
8. Assist in the electronic cloud drive maintenance of Performance Scorecard- related documents (e.g., Project Brief/Proposal, Terminal Report, Accomplishment Report, etc.);
9. Assist in preparing reportorial requirements for submission to DOT, GCG, GOA, DBM, and other regulatory agencies; and
10. Perform other functions that may be assigned from time to time.

MANAGEMENT INFORMATION SYSTEMS DEPARTMENT

Information Technology Officer II SG 18

Education: Bachelor's degree relevant to the job

- *Bachelor's degree in Information Technology, Computer Science, or a related field.*

Experience: 2 years of relevant experience

- *Experience in system administration, website development, application development, or IT support is an advantage.*

Training: 8 hours of relevant training

Eligibility: Career Service (Professional)
Second Level Eligibility

Skills:

- a. Proficiency in HTML, CSS, JavaScript, PHP, MySQL, WordPress, and CMS platforms.
- b. Proficiency in coding for mobile applications, including knowledge of Android and iOS development frameworks.
- c. Familiarity with API integration, database management, and application testing.
- d. Strong analytical, troubleshooting, and problem-solving skills.
- e. Ability to work independently and collaboratively within a team.
- f. Willingness to learn, adapt, and contribute to MISD projects.

Job Description:

1. Managing System Administration for Website and Mobile Application Development

- Oversee system administration tasks related to web hosting, cloud services, and backend infrastructure that support websites and mobile applications;
- Manage staging, testing, and production environments to ensure seamless deployment of websites and mobile apps;

- Assist developers in resolving server-side issues, database connectivity problems, and performance bottlenecks that affect websites and mobile apps;
- Monitor server health, response times, and uptime to guarantee optimal performance for web-based platforms and mobile applications;
- Implement security measures including SSL certificates, firewalls, API authentication, and database encryption to safeguard digital assets; and
- Maintain technical documentation on server setups, domain configurations, database schemas, and API integrations for web and mobile app operations.

2. Website Development, Maintenance, and Optimization

- Develop, maintain, and enhance TPB-managed websites, ensuring functionality, security, and efficiency;
- Provide technical support for front-end and back-end website development, ensuring responsive and user-friendly designs;
- Manage staging environments for website testing and troubleshooting before deployment;
- Implement updates, plugin integrations, and CMS configurations (e.g., WordPress) to optimize performance; and
- Ensure website speed and responsiveness and recommend SEO improvements for better user experience.

3. Application Development, Maintenance, and Support

- Develop, maintain, and enhance TPB web and mobile applications, ensuring smooth operation and usability;
- Implement updates, bug fixes, and feature enhancements for existing applications;
- Conduct testing and debugging to identify and resolve application performance issues;
- Assist in API integration and database management to improve app functionality;
- Document application development processes, updates, and technical support procedures; and
- Coordinate with external service providers for outsourced mobile app and website development to ensure project alignment with TPB objectives.

4. Preparing Documentation, User Guides, and Technical Support Materials

- Develop technical manuals, FAQs, and instructional materials for IT systems, websites, and applications;
- Provide helpdesk support and technical assistance for TPB personnel regarding system and software concerns;
- Conduct training workshops, orientations, and knowledge-sharing sessions on IT-related topics; and
- Maintain and update documentation of system configurations, policies, and troubleshooting guides.

5. Assisting in IT Procurement and Budget Planning

- Conduct market research and feasibility studies for IT solutions and infrastructure improvements;
- Assist in preparing technical specifications, procurement documents, and vendor evaluations; and

- Support the preparation and monitoring of the IT budget, ensuring efficient allocation of resources.

6. Supporting Departmental Projects and Other Assigned Tasks

- Assist in executing the department's programs, activities, and projects (PAPs); and
- Carry out other IT-related tasks as assigned, contributing to the efficiency of the MIS Department.

M.I.C.E. DEPARTMENT

SALES AND ACCOUNTS MANAGEMENT DIVISION

Convention Services Officer III 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

Skills:

- Organization skills
- Attention to details
- Records management
- Computer literacy
- Knowledge in using Microsoft and Google applications
- Time Management.

Job Description:

1. Assist in all areas of marketing and promotional plans-conduct of sales calls, familiarization / invitational tours, collective marketing presentation, invitational programs and other activities designed for the professional development of the Philippine MICE Industry;
2. Gather necessary materials and information necessary in formulating bids and proposals;
3. Assist in bid proposals for incentive groups by securing and providing cost estimates and other pertinent information;
4. Assist in the conduct of familiarization / invitational tours, invitational programs and other activities designed for the professional development of the Philippine MICE Industry. Coordinates with entities involved in the successful implementation of the same;
5. Assist in budget preparation of travel trade fair/shows, sales missions, conferences, invitational tours and special events that the Board will participate in and organize;
6. Maintain liaison with government and private entities involved in meetings/conventions to facilitate the requirements of the proponents of bids/sales leads;
7. Participate in MICE-related trade fairs/shows, sales missions conferences, collective marketing presentation and similar activities;

8. Maintain and updates a comprehensive master list of foreign conventions and incentive travel accounts. Keeps updated reports on key topics related to tourism, including MICE trends in key markets;
9. Accompany participants in some aspects of itinerary; and
10. Perform such other related functions that may be assigned from time to time

EVENTS MARKETING AND SERVICES DIVISION

Project Development Officer II 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

Skills:

- a. Organization skills
- b. Attention to details
- c. Records management
- d. Computer literacy
- e. Knowledge in using Microsoft and Google applications
- f. Time Management

Job Description:

1. Generate ideas, identify and recommend promotional opportunities to enhance the delegates' experiences during both international and local MICE events in the country;
2. Gather and analyze key local and global tourism industry trends and recommend new market sectors and channels to be targeted in the creation of new, high impact conferences, exhibitions and special events;
3. Maintain liaison with both government and private sector entities involved in each MICE event;
4. Assist in the implementation of specific component of the project assigned by the Project Development Officer V, with specific objectives and targets as agreed;
5. Periodically provides reports to the Project Development Officer V regarding the status of preparations for events;
6. Arrange Organizing Committee meetings, including coordination with Organizing Committee members and preparation of necessary documents and presentations;
7. Maintain liaison with both government and private sector entities for sponsors/organizing committee meetings;
8. Prepare debriefing and terminal reports for every completed project;
9. Prepare communications, presentations, and other documents upon instructions of the Project Development Officer V;
10. Coordinate with other Project Development Officers with regard to the implementation of projects;

11. Conduct market research and recommends to the Project Development Officer B leads / potential events /tie ups etc., gathers and analyzes key local and global tourism industry trends and recommends where TPB can come in; and
12. Perform such other related functions that may be assigned from time to time.

MARKETING COMMUNICATIONS DEPARTMENT

MEDIA RELATIONS AND COMMUNICATIONS DIVISION

Writer / Editor SG 18

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

Job Description:

1. Write and edits texts/content that are original, engaging, and well-researched;
2. Draft content of information media kits, valuable press releases, social media postings, in other online marketing platforms that promote the Philippines a destination, and nay written work for a given topic (content should be original, engaging, and well-researched, adhering to editorial guidelines at all time);
3. Adhere to editorial guidelines;
4. Coordinate with other departments to ensure accuracy of written work;
5. Proofread written work to correct errors before submission;
6. Work using a content management system;
7. Store copies of completed assignments/written work;
8. Report to the office as required;
9. Perform such other related functions that may be assigned from time to time;
10. Carry out research on assigned topics;
11. Fact-check the information collected during the research process; and
12. Perform such other related functions that may be assigned from time to time

Information Officer III SG 18

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

Job Description:

1. Assist the Department Manager and the Division Chiefs in the Department in communicating the marketing strategies;

2. Conduct researches, writes, and distributes press releases or articles on plans and program of activities to targeted media;
3. Conduct researches, prepares content for brochures in close coordination with the Creative Agency or house MARCOM Creative Artists;
4. Prepare and supervise the production of press releases, publicity brochures, handouts, direct mail leaflet promotional videos, photographs, films, and multimedia programmers;
5. Write, proofread, edit content for brochures, press releases, creative briefs, website information, and other social networking sites;
6. Assist in conducting press conference, media familiarization tours and press blitzes in close coordination with market teams and other external departments/agencies concerned;
7. Liaise with official media planning agency and PR agency relative to requirements needed in each placement, advertorials, etc., and ensures timely releases of these materials;
8. Write, proofreads, edits speeches for the Executive Officers of TPS and other external communications of the Department; and
9. Perform such other related functions that may be assigned from time to time.

FINANCE DEPARTMENT

ACCOUNTING DIVISION

Administrative Assistant SG 11

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

Job Description:

1. Receive and record incoming communications and documents;
2. Transmit and record outgoing communication and documents;
3. Facilitate the preparation of the Statement of Accounts and Official Receipts;
4. Prepare monthly monitoring and QOMER for the Billing and Collection;
5. Attend to queries such as follow-ups on the status of payments;
6. Assist in the records keeping and proper filing of Liquidation Vouchers; and
7. Perform such other related functions that may be assigned from time to time

PROCUREMENT MANAGEMENT DIVISION

Administrative Officer II SG 15 (Procurement Officer)

- Education: Bachelor's degree
- *Preferable with background in business/office management/ administration or similar discipline*
- Experience: 1 year of relevant experience
- Training: 4 hours of relevant training
- Eligibility: Career Service (Professional)
Second Level Eligibility
- Skills:
- a. Advance knowledge and skills in Microsoft Office suite applications
 - b. Intermediate knowledge in Philippine Government Procurement Law
 - c. Intermediate experience in executing government procurement procedure
 - d. Intermediate skills in analysis, organization, collaboration, time management, and oral and written communication

Job Description:

1. Provide administrative support to the BAC;
2. Manage the sale and distribution of Bidding Documents to interested bidders;
3. Advertise and/or post bidding opportunities, including Bidding Documents and notice of awards for alternative methods of procurement;
4. Prepare resolutions of the BAC;
5. Assist in managing the procurement process;
6. Maintain an updated records of procurement assignments; and
7. 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 Unit)

- Education: Bachelor's degree
- Experience: None Required
- Training: None Required
- Eligibility: Career Service (Professional)
Second Level Eligibility
- *Preferably 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); and
5. Perform such other related functions that may be assigned from time to time.

**Human Resource Management Officer I
(Compensation and Benefits Unit)****SG 13**

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

Job Description:

1. Assist in the administration of leave laws and other pertinent rules and regulations as mandated by appropriate government offices;
2. Assist in the maintenance of records of attendance and personnel movements;
3. Assist in the dissemination of information on leave utilization, benefits, salary deductions, and other information pertinent to attendance policies, procedures, and guidelines;
4. Assist in the preparation of necessary data for the computation/implementation of employee compensation and benefits;
5. Assist in the monitoring and implementation of salary adjustments/notices of employee compensation;
6. Assist in the preparation and monitoring of payroll implementation, which includes, but is not limited to, basic salary and allowance, rewards and incentives, bonuses, and the personnel services annual budget;
7. Performs such other related functions that may be assigned from time to time.

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 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 no later than **09 May 2025**:

- ✓ 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*)