

**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.*