

**TOURISM PROMOTIONS BOARD**  
**JOB OPPORTUNITIES**  
*as of 04 July 2025*

**FINANCE DEPARTMENT**

**PROCUREMENT MANAGEMENT DIVISION**

**Administrative 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

**Duties and Responsibilities:**

- Provide BAC Secretariat support to the Bids and Awards Committee (BAC)
  - a. Provide administrative support to the BAC
  - b. Manage the sale and distribution of Bidding Documents to interested bidders.
  - c. Advertise and/or post bidding opportunities, including Bidding Documents and notices of awards for Alternative Methods of Procurements.
  - d. Prepare resolutions of the BAC.
  - e. Assist in managing the procurement process.
  - f. Maintain updated records of procurement assignments.
  - g. Perform other functions that may be assigned from time to time.

**Administrative Officer I      SG 13**

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

**Duties and Responsibilities:**

- Contract management
  - a. Coordinate with the Legal Department for the endorsement of the preparation, extension, and termination of the contracts;
  - b. Coordinate with the winning Bidder for the execution of the contract;
  - c. Maintain a systematic filing of executed and notarized contracts; and
  - d. Coordinate with the Finance Unit for payment of contracts.
- Records management
  - a. Take custody of procurement documents and other records in digital and hard copy, as applicable;
  - b. Maintain a systematic tiling of records of Bids with awarded contracts and unsuccessful Bids; and
  - c. Ensure that documents for awarded contracts conform to the checklist before the release to the End-User.

- Monitoring of delivered goods and services, and supplier performance
  - a. Create and maintain a price monitoring list of goods and services regularly procured by the agency and a list of suppliers, contractors, and consultants;
  - b. Coordinate with the Property Management and General Services Division for the schedule of delivery of purchased goods (office supplies, furniture and fixtures, office equipment, and the like);
  - c. Coordinate with the End-Users for the acceptance of goods and services;
  - d. Monitor and coordinate with the End-User the submission of the External Providers Performance Evaluation for completed contracts; and
  - e. Prepare, secure approval, and file the External Providers Performance Evaluation Report.
- Assist in the consolidation of Project Procurement Management Plans (PPMPs) of various Departments of the TPBPHL.
- Assist in the preparation of the Procurement Monitoring Report for awarded contracts and ongoing procurement.
- Perform other functions that may be assigned from time to time.

#### **Administrative Assistant      SG 11**

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

#### **Duties and Responsibilities:**

- Organize and make all necessary arrangements for BAC meetings and conferences as prescribed in the Philippine government procurement law and the IRR.
  - a. Manage the audio/video recording and transcribing of the minutes of the meeting;
  - b. Manage the calendar of bidding activities;
  - c. Prepare, secure approval, and disseminate notices to BAC, TWG, End-Users, and observers;
  - d. Ensure the availability of the BAC, TWG, and End-Users, in all meetings and conferences;
  - e. Assist in the implementation of BAC meetings and conferences; and
  - f. Assist the TWG in the logistical arrangements for the conduct of post-qualification
- Assist in managing the procurement processes
  - a. Prepare, secure approval, and coordinate with the Management and Information System Department for the posting of procurement documents, memoranda, and the like on the TPB website and electronic bid bulletin;
  - b. Prepare, secure approval, and file the minutes of the meetings;
  - c. Consolidate record of attendance of the BAC, TWG, and End-Users at the end of the month;
  - d. Maintain a systematic filing of records of BAC documents (minutes, notices, attendance, memorandum, audio recording of the meetings, and the like) in digital or hard copy, as applicable;
  - e. Manage the replenishment of the Petty Cash Fund of the BAC; and
  - f. Manage the incoming and outgoing documents of the PMD.
- Serve as the ISO Documented Controller
  - a. Maintain current and updated PMD ISO documents in digital or hardcopy, as applicable; and
  - b. Coordinate with the Corporate Documented Information Control Officer for the creation, revision, updating, and deletion of internal and external documents of PMD.
- Perform other 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 **14 July 2025**:

- ✓ Letter of Intent
- ✓ [Personal Data Sheet](#)
- ✓ [Work Experience Sheet](#)
- ✓ Diploma (*if graduated from a foreign school/institution, must be with CHED Certification*)
- ✓ 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

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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.*