

# WE ARE HIRING HISTORICAL CORE TOUR GUIDE

DEADLINE : 20 JUNE 2025

HRD-NOV-2025-113

Job Level 8, PhP 678.20/day  
Fixed-based Employment

## Qualification Standards

Education: *Bachelor's Degree relevant to the job*

Experience: *Six months relevant experience is an advantage*

Training: *Preferably with relevant training*

Other Requirement: *Proficient in English and Filipino, Willing to render overtime, Willing to work on Tuesdays to Sundays, including holidays (due to influx of tourists on weekends and holidays)*

Qualified applicants are requested to  
**PERSONALLY SUBMIT** the following to the  
**HRD on or before 20 JUNE 2025:**

1. Application letter  
Addressed to the: President and CEO Manjit T. Singh Reandi
2. Barangay Certification (Residency and complaints, its nature, and status, if any)
3. Diploma
4. NBI Clearance
5. Notarized Personal Data Sheet (PDS) with three (3) character reference with email addresses and contact numbers. **PRINTED BACK-TO-BACK and DO NOT LEAVE BLANK SPACES.** Write N/A if not applicable
6. Transcript of Records and/or Form 2316 (for High school graduates)
7. Copies of Training Certificates (2024 – 2020)

**LATE AND INCOMPLETE APPLICATIONS  
SHALL NOT BE ENTERTAINED**

## General Duties and Responsibilities

1. Conduct Tours for guests and clients in the Historical Core
  - Ø Lead and conduct informative and engaging tours for groups, providing detailed explanations about the history, culture, and significance of the sites visited
  - Ø Tailor tours to the needs and interests of the group, ensuring all participants have a positive experience
2. Ensure safety of guests and clients
  - Ø Ensure the safety of all tour participants by following safety protocols and providing clear instructions
3. Customer Service
  - Ø Welcome guests and create a friendly and inclusive atmosphere.
  - Ø Address any concerns or issues that arise during the tour in a professional and courteous manner
4. Provide a monthly report to the BDD on ticket sales by coordinating with the Ticketing Clerk/Cashier for the necessary data
5. Maintain Knowledge
  - Ø Stay updated on the latest information about the tour sites, including historical facts, cultural changes, and new attractions
  - Ø Continuously improve knowledge of the local area, history, and culture to enhance the quality of the tour experience
6. Report and Record
  - Ø Keep detailed records of tours conducted, report to BDD in writing any issues and any incidents that occurred
  - Ø Gather feedback and comments from guests and tourists
7. Provide assistance in the conduct of BDD events at the Historical Core
8. Perform other functions that may be assigned from time to time.

*The Equal Opportunity Principle is recognized by this office, and all qualified applicants will be given consideration for employment regardless of their preferred sex or gender, age, ethnicity, religious affiliation, civil status, national origin, disability status, or any other characteristics protected by law*