

Republic of the Philippines
TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY in the CSC website:

ROSANNA M. OLGADO

HRMO

Date: September 21, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Sr. Management Info / Systems Analyst	TIEZA-MISD- 035	16	33584	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) / Second Level Eligibility	* Information Technology Support and Services	Management Information Systems Department
2	Corporate Planning Chief	TIEZA-COPD- 058	22	65319	Bachelor's Degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) / Second Level Eligibility	*Formulation of Organization's Integrated Development Plans and Programs *Risk Assessment and Management	Corporate Planning Department / Strategic Planning Division

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3	Human Resource Management Officer V	TIEZA-ADSD-079	22	65319	Bachelor's Degree	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) / Second Level Eligibility	*Compensation and Benefits Administration * Talent Acquisition *Employee Relations *Learning and Development	Administrative Services Department / Human Resource Services Division
4	Human Resource Management Officer I	TIEZA-ADSD-093	11	20754	Bachelor's Degree	None Required	None Required	Career Service (Professional) / Second Level Eligibility	*Compensation and Benefits Administration * Talent Acquisition *Employee Relations *Learning and Development	Administrative Services Department / Human Resource Services Division
5	Sr. Financial Planning Specialist	TIEZA-FISD-112	20	51155	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) / Second Level Eligibility	*Accounting *Budgetting *Cash Management	Financial Services Department / Accounting Division
6	Sr. Financial Planning Specialist	TIEZA-FISD-114	20	51155	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) / Second Level Eligibility	*Accounting *Budgetting *Cash Management	Financial Services Department / Accounting Division
7	Financial Planning Specialist B	TIEZA-FISD-117	18	40637	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) / Second Level Eligibility	*Accounting *Budgetting *Cash Management	Financial Services Department / Accounting Division

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8	Sr. Corporate Accounts Analyst	TIEZA-FISD-124	15	30531	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) / Second Level Eligibility	*Accounting *Budgetting *Cash Management	Financial Services Department / Accounting Division
9	Corporate Accounts Analyst	TIEZA-FISD-127	13	25232	Bachelor's Degree	None Required	None Required	Career Service (Professional) / Second Level Eligibility	*Accounting *Budgetting *Cash Management	Financial Services Department / Accounting Division
10	Division Manager A	TIEZA-TAXD-152	24	83406	Master's Degree or Certificate in Leadership and Management from the CSC	4 years of supervisory management experience	40 hours of supervisory management and development intervention	Career Service (Professional) / Second Level Eligibility	* Travel Tax Implementing Rules and Regulations * Examination of Airline / Shipping Company Records regarding Travel Tax * Records and Information Management	Travel Tax Department / Examination Division
11	Project Evaluation and Development Chief	TIEZA-PEPD-361	22	65319	Bachelor's Degree	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) / Second Level Eligibility	*Project Management * Records and Information Management	Project Evaluation and Planning Department / Project Planning and Design Division

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12	Sr. Project Planning and Development Officer	TIEZA-PEPD-369	18	40637	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) / Second Level Eligibility	*Project Management * Records and Information Management	Project Evaluation and Planning Department / Project Management Division

Interested and qualified applicants should submit the following documents not later than **October 17, 2020**.

1. Accomplished TIEZA Application Form (downloadable at www.tieza.gov.ph);
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and **Work Experience Sheet** (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Performance rating **in the last rating period** (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Diploma and Transcript of Records;
6. Photocopy of Certificate of Training Programs; *and*
7. Certificate of Employment and Service Record (if applicable)

QUALIFIED APPLICANTS are advised to email their application to:

ROSANNA M. OLGADO

Manager, Administrative Services Department

6th Floor, Tower 1, Double Dragon Plaza,

Diosdado Macapagal Ave. cor. EDSA Extension, Bay Area

hdsdtieza@gmail.com

**Original and photocopy of the said documents must be available upon request.*

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.