

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: February 23, 2021

| 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 | Internal Auditor I | TIEZA-IAUD-012 | 11 | 20754 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service (Professional) / Second Level Eligibility | * Risk, Control and Governance * Strategic Accounting * Audit Management * Business Acumen | Internal Audit Department - Financial Audit Division |
| 2 | Attorney III | TIEZA-LEGD-043 | 21 | 57805 | Bachelor of Laws | 1 year of relevant experience | 4 hours of relevant training | RA 1080 | * Legal Service Administration * Records and Information Management | Legal Department - Litigation Division |
| 3 | Attorney II | TIEZA-LEGD-044 | 18 | 40637 | Bachelor of Laws | None Required | None Required | RA 1080 | * Legal Service Administration * Records and Information Management | Legal Department - Litigation Division |

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| 4 | Attorney II | TIEZA-LEGD-045 | 18 | 40637 | Bachelor of Laws | None Required | None Required | RA 1080 | * Legal Service Administration * Records and Information Management | Legal Department - Litigation Division |
| 5 | Attorney II | TIEZA-LEGD-051 | 18 | 40637 | Bachelor of Laws | None Required | None Required | RA 1080 | * Legal Service Administration * Records and Information Management | Legal Department - Litigation Division |
| 6 | Attorney II | TIEZA-LEGD-052 | 18 | 40637 | Bachelor of Laws | None Required | None Required | RA 1080 | * Legal Service Administration * Records and Information Management | Legal Department - Litigation Division |
| 7 | Corporate Planning Analyst A | TIEZA-COPD-062 | 13 | 25232 | Bachelor's Degree relevant to the job | None Required | None Required | 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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| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 8 | Division Manager A | TIEZA-COPD- 064 | 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 | * Formulation of Organization's Integrated Development Plans and Programs * Risk Assessment and Management | Corporate Planning Department - Monitoring and Evaluation Division |

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|-----|--|--------------------|------------------------|----------------|--|--|---|--|---|-----------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 9 | Department Manager A | TIEZA-TAXD-149 | 26 | 107444 | Master's Degree or Certificate in Leadership and Management from the CSC | 5 years of supervisory / management experience | 120 hours of supervisory / management learning 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 |

Interested and qualified applicants should signify their intent in writing. Attach the following documents to the application letter and send to the address below not later than March 08, 2021.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/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
recruitment@tieza.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.