

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

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format  
CIVIL SERVICE COMMISSION  
RECEIVED

MAR 03 2021

DFA—Field Office

By: 

**ROSANNA M. OLGADO**  
HRMO

Date: March 2, 2021

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:

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Financial Planning Specialist B	TIEZA-FISD- 115	18	40637	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) / 2nd Level Eligibility	*Accounting *Budget *Cash Management	Financial Services Department - Accounting Division
2	Human Resource Management Officer I	TIEZA-ADSD- 092	11	20754	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / 2nd Level Eligibility	* Talent Acquisition * Compensation and Benefits Administration *Learning and Development *Employee Relations	Administrative Services Department - Human Resource Services Division

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3	Procurement Officer A	TIEZA-ADSD- 099	16	33584	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours training on the implementation and update on RA 9184 (Govt. Procurement Act); Philgeps Buyers Training	Career Service (Professional) / 2nd Level Eligibility	*Property and Supplies Management *Procurement Management *Records and Information Management	Administrative Services Department - General Services Division

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 26, 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](http://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](mailto:recruitment@tieza.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.