

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: April 20, 2021

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	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
2	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
3	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 - Legal Services Division

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4	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 - Legal Services Division
5	Sr. Travel Tax Officer B	TIEZA-TAXD-189	17	36942	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	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 - Privilege Administration (Main / Central Office)

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
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6	Cashier A	TIEZA-TAXD-191	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	* Travel Tax Implementing Rules and Regulations * Examination of Airline / Shipping Company Records regarding Travel Tax * Records and Information Management * Cash Management	Travel Tax Department - Privilege Administration (Main / Central Office)
7	Sr. Travel Tax Officer A	TIEZA-TAXD-208	19	45269	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	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 - Privilege Administration (NAIA)

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8	Sr. Travel Tax Officer A	TIEZA-TAXD- 209	19	45269	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	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 - Privilege Administration (NAIA)
9	Travel Tax Officer C	TIEZA-TAXD- 258	11	20754	Bachelor's Degree relevant to the job	None Required	None Required	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 - Privilege Administration (NAIA)

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10	Travel Tax Officer C	TIEZA-TAXD-259	11	20754	Bachelor's Degree relevant to the job	None Required	None Required	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 - Privilege Administration (NAIA)
11	Cashier A	TIEZA-TAXD-293	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	* Travel Tax Implementing Rules and Regulations * Examination of Airline / Shipping Company Records regarding Travel Tax * Records and Information Management * Cash Management	Travel Tax Department - Privilege Administration (DMIA / OSPC (Clark) Travel Tax Unit)

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12	Business Development Officer A	TIEZA-BUDD-398	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	* Enterprise Management * Business Development and Management * Records and Information Management	Business Development Department - Business Research and Development Division
13	Assistant Resident Manager <u>b/</u>	TIEZA-OPED-420	19	45269	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) / Second Level Eligibility	* Enterprise Management * Business Development and Management * Records and Information Management	Operations Department - Banaue Hotel and Youth Hostel

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14	Sr. Enterprise Services Specialist	TIEZA-TERD- 456	18	40637	Bachelor's degree in tourism administration, business administration, public administration, finance management, urban development planning, law, economics, or any other related business course preferably supplemented by master's degree in urban and regional planning; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation, or health and wellness	2 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	8 hours of training in relevant field of study	Career Service (Professional) / Second Level Eligibility	* Tourism Area Development * Incentive Administration * Records and Information Management	TEZ Regulation Department - Evaluation and Registration Division

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
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15	Sr. Enterprise Services Specialist	TIEZA-TERD- 457	18	40637	Bachelor's degree in tourism administration, business administration, public administration, finance management, urban development planning, law, economics, or any other related business course preferably supplemented by master's degree in urban and regional planning; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation, or health and wellness	2 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	8 hours of training in relevant field of study	Career Service (Professional) / Second Level Eligibility	* Tourism Area Development * Incentive Administration * Records and Information Management	TEZ Regulation Department - Evaluation and Registration Division

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
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16	Division Manager A	*TIEZA-TERD- 460	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	* Tourism Area Development * Incentive Administration * Records and Information Management	TEZ Regulation Department - Permits and Licenses Division

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					Education	Experience	Training	Eligibility	Competency (if applicable)	
17	Enterprise Services Supervisor	TIEZA-TERD- 462	20	51155	Bachelor's degree in tourism administration, business administration, public administration, finance management, urban development planning, law, economics, or any other related business course preferably supplemented by master's degree in urban and regional planning; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation, or health and wellness	3 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	16 hours of training in relevant field of study	Career Service (Professional) / Second Level Eligibility	* Tourism Area Development * Incentive Administration * Records and Information Management	TEZ Regulation Department - Permits and Licenses Division

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
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18	Enterprise Services Supervisor	*TIEZA-TERD-463	20	51155	Bachelor's degree in tourism administration, business administration, public administration, finance management, urban development planning, law, economics, or any other related business course preferably supplemented by master's degree in urban and regional planning; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation, or health and wellness	3 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	16 hours of training in relevant field of study	Career Service (Professional) / Second Level Eligibility	* Tourism Area Development * Incentive Administration * Records and Information Management	TEZ Regulation Department - Permits and Licenses Division

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)	
19	Sr. Enterprise Services Specialist	*TIEZA-TERD- 464	18	40637	Bachelor's degree in tourism administration, business administration, public administration, finance management, urban development planning, law, economics, or any other related business course preferably supplemented by master's degree in urban and regional planning; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation, or health and wellness	2 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	8 hours of training in relevant field of study	Career Service (Professional) / Second Level Eligibility	* Tourism Area Development * Incentive Administration * Records and Information Management	TEZ Regulation Department - Permits and Licenses Division

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)	
20	Enterprise Services Specialist	TIEZA-TERD- 467	15	30531	Bachelor's degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course	1 year of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	8 hours of training in relevant field of study	Career Service (Professional) / Second Level Eligibility	* Tourism Area Development * Incentive Administration * Records and Information Management	TEZ Regulation Department - Permits and Licenses Division

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)	
21	Enterprise Services Supervisor	TIEZA-TERD- 473	20	51155	Bachelor's degree in tourism administration, business administration, public administration, finance management, urban development planning, law, economics, or any other related business course preferably supplemented by master's degree in urban and regional planning; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation, or health and wellness	3 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	16 hours of training in relevant field of study	Career Service (Professional) / Second Level Eligibility	* Tourism Area Development * Incentive Administration * Records and Information Management	TEZ Regulation Department - Incentives Administration Division

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)	
22	Enterprise Services Specialist	TIEZA-TAMD- 488	15	30531	Bachelor's degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course	1 year of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	8 hours of training in relevant field of study	Career Service (Professional) / Second Level Eligibility	* Tourism Area Development * Incentive Administration * Records and Information Management	TEZ Assistance and Monitoring Department - TEZ Compliance Monitoring Division

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)	
23	Sr. Enterprise Services Specialist	TIEZA-TAMD-497	18	40637	Bachelor's degree in tourism administration, business administration, public administration, finance management, urban development planning, law, economics, or any other related business course preferably supplemented by master's degree in urban and regional planning; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation, or health and wellness	2 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	8 hours of training in relevant field of study	Career Service (Professional) / Second Level Eligibility	* Tourism Area Development * Incentive Administration * Records and Information Management	TEZ Assistance and Monitoring Department - TEZ Designated Areas (Public TEZ)

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)	
24	Sr. Enterprise Services Specialist	TIEZA-TAMD- 499	18	40637	Bachelor's degree in tourism administration, business administration, public administration, finance management, urban development planning, law, economics, or any other related business course preferably supplemented by master's degree in urban and regional planning; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation, or health and wellness	2 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	8 hours of training in relevant field of study	Career Service (Professional) / Second Level Eligibility	* Tourism Area Development * Incentive Administration * Records and Information Management	TEZ Assistance and Monitoring Department - TEZ Designated Areas (Public TEZ)

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)	
25	Enterprise Services Specialist	*TIEZA-TAMD- 505	15	30531	Bachelor's degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course	1 year of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	8 hours of training in relevant field of study	Career Service (Professional) / Second Level Eligibility	* Tourism Area Development * Incentive Administration * Records and Information Management	TEZ Assistance and Monitoring Department - TEZ Designated Areas (Public TEZ)

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)	
26	Sr. Corporate Accounts Analyst	TIEZA-TAMD-529	15	30531	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) / Second Level Eligibility	* Tourism Area Development * Incentive Administration * Records and Information Management	TEZ Assistance and Monitoring Department - TEZ Designated Areas (Private TEZ)

Please see 'Remarks' for Item Numbers with asterisk

Legend: *b/* - Coterminous with the Privatization of the Operating Entity

Interested and qualified applicants should submit the following documents not later than **May 2, 2021**.

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 **authenticated** 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

recruitment@tieza.gov.ph

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Remarks:

	Position Title	Plantilla Item No.	Salary Grade	Place of Assignment	Preference
1	Division Manager A	TIEZA-TERD-460	24	TEZ Regulation Department / Permits and Licenses Division	Licensed Civil Engineer or Architect with 5 years of experience in the field of engineering or architecture
2	Enterprise Services Supervisor	TIEZA-TERD-463	20	TEZ Regulation Department / Permits and Licenses Division	Either licensed Mechanical, Geodetic or Electronic Engineer
3	Sr. Enterprise Services Specialist	TIEZA-TERD-464	18	TEZ Regulation Department / Permits and Licenses Division	Either licensed Mechanical, Geodetic or Electronic Engineer
4	Enterprise Services Specialist	TIEZA-TAMD-505	15	Panglao Bay Priemiere Flagship TEZ, Panglao, Bohol	Background on the following: - Communications - Planning process -Tourism Management