

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: June 17, 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	Management Info/Systems Analyst	TIEZA-MISD- 036	14	27755	Bachelors Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) / 2nd Level Eligibility	- Information Technology Support and Services - Project Management	Management Information Systems Department
2	Attorney III	TIEZA-LEGD- 042	21	57805	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080 (BAR)	- Legal Services Administration - Litigation - Records and Information Management	Legal Department - Litigation Division

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3	Attorney II	TIEZA-LEGD-044	18	40637	Bachelor of Laws	None Required	None Required	RA 1080 (BAR)	- Legal Services Administration - Litigation - Records and Information Management	Legal Department - Litigation Division
4	Attorney II	TIEZA-LEGD-045	18	40637	Bachelor of Laws	None Required	None Required	RA 1080 (BAR)	- Legal Services Administration - Litigation - 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 (BAR)		Legal Department - Legal Services Division
6	Attorney II	TIEZA-LEGD-052	18	40637	Bachelor of Laws	None Required	None Required	RA 1080 (BAR)	- Legal Services Administration - Litigation - Records and Information Management	Legal Department - Legal Services Division

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7	Project Planning and Development Chief	TIEZA-COPD-065	22	65319	Bachelors Degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) / 2nd Level Eligibility	- Formulation of Organizations Integrated Dev Plans and Programs - Risk Assessment and Management	Corporate Planning Department - Monitoring and Evaluation Division
8	Human Resource Management Officer IV	TIEZA-ADSD-081	20	51155	Bachelors Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) / 2nd Level Eligibility	- Compensation and Benefits Administration - Talent Acquisition - Employee Relations - Learning and Development	Administrative Services Department - Human Resource Services Division
9	Corporate Budget Specialist A	TIEZA-FISD-137	18	40637	Bachelors Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) / 2nd Level Eligibility	- Accounting - Cash Management - Budgeting	Financial Services Department - Budget Division

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10	Supervising Tax Specialist	TIEZA-TAXD- 200	22	65319	Bachelors Degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) / 2nd Level Eligibility	- Travel Tax Implementing Rules and Regulations Implementation - Examination of Airline/Shipping Company Records Regarding Travel Tax - Records and Information Management	Travel Tax Department - Privilege Administration Division (NAIA)
11	Engineer IV	TIEZA-COMD- 377	20	51155	Bachelors Degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) / 2nd Level Eligibility	- Construction Management - Project Management - Records and Information Management	Construction Management Department - Construction Supervision Division

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12	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 program 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 awareness	4 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	24 hours of training in relevant field of study	Career Service (Professional) / 2nd Level Eligibility	- Tourism Area Development - Incentive Administration - Records and Information Management - Enterprise Management	TEZ Regulation Department - Evaluation and Registration Division

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13	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 program 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 awareness	4 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	24 hours of training in relevant field of study	Career Service (Professional) / 2nd Level Eligibility	- Tourism Area Development - Incentive Administration - Records and Information Management - Enterprise Management	TEZ Regulation Department - Evaluation and Registration Division
	* Preferences:	TIEZA-TERD-456-457			Bachelors Degree in Economics			RA 1080 (CPA)		
14	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 and management and development intervention	Career Service (Professional) / 2nd Level Eligibility	- Tourism Area Development - Incentive Administration - Records and Information Management - Enterprise Management	TEZ Regulation Department - Permits and Licenses Division
	* Preferences:	TIEZA-TERD-460						RA 1080 (Civil Engineer)		

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15	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 program 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 awareness	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) / 2nd Level Eligibility	- Tourism Area Development - Incentive Administration - Records and Information Management - Enterprise Management	TEZ Regulation Department - Permits and Licenses Division

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16	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 program 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 awareness	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) / 2nd Level Eligibility	- Tourism Area Development - Incentive Administration - Records and Information Management - Enterprise Management	TEZ Regulation Department - Permits and Licenses Division
	* Preferences:	TIEZA-TERD- 462-463						RA 1080 (Structural / Sanitary Engineer)		

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17	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 program 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 awareness	4 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	24 hours of training in relevant field of study	Career Service (Professional) / 2nd Level Eligibility	- Tourism Area Development - Incentive Administration - Records and Information Management - Enterprise Management	TEZ Regulation Department - Permits and Licenses Division
	* Preferences:	TIEZA-TERD- 464						RA 1080 (Mechanical / Electrical Engineer / Architect)		

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18	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 in 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) / 2nd Level Eligibility	- Audit Management - Strategic Auditing - Enterprise Management - Tourism Area Development - Incentive Administration - Records and Information Management	TEZ Assistance and Monitoring Department - TEZ Compliance Monitoring Division
	* Preferences:	TIEZA-TAMD-488			Bachelors Degree in Accounting					

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19	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 program 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 awareness	4 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	24 hours of training in relevant field of study	Career Service (Professional) / 2nd Level Eligibility	- Audit Management - Strategic Auditing - Enterprise Management - Tourism Area Development - Incentive Administration - Records and Information Management	TEZ Assistance and Monitoring Department - TEZ Designated Areas (Public TEZ)

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20	Sr. Enterprise Services Specialist	TIEZA-TAMD-498	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 program 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 awareness	4 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	24 hours of training in relevant field of study	Career Service (Professional) / 2nd Level Eligibility	- Audit Management - Strategic Auditing - Enterprise Management - Tourism Area Development - Incentive Administration - Records and Information Management	TEZ Assistance and Monitoring Department - TEZ Designated Areas (Public TEZ)

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21	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 program 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 awareness	4 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	24 hours of training in relevant field of study	Career Service (Professional) / 2nd Level Eligibility	- Audit Management - Strategic Auditing - Enterprise Management - Tourism Area Development - Incentive Administration - Records and Information Management	TEZ Assistance and Monitoring Department - TEZ Designated Areas (Public TEZ)
22	Information Officer A	TIEZA-TAMD-513	15	30531	Bachelors Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) / 2nd Level Eligibility	- Audit Management - Strategic Auditing - Enterprise Management - Tourism Area Development - Incentive Administration - Records and Information Management	TEZ Assistance and Monitoring Department - TEZ Designated Areas (Public TEZ)

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23	Sr. Corporate Accounts Analyst*	TIEZA-TAMD- 529	15	30531	Bachelors Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) / 2nd Level Eligibility	- Audit Management - Strategic Auditing - Enterprise Management - Tourism Area Development - Incentive Administration - Records and Information Management	TEZ Assistance and Monitoring Department - TEZ Designated Areas (Private TEZ)

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	* Preferences:	TIEZA-TAMD-529			*Bachelors Degree in Public Administration *Bachelors Degree in Community Development *Bachelors Degree in Social Welfare					

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 June 28, 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 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.