

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 2, 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	Human Resource Management Officer I	TIEZA-ADSD- 091	11	20754	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / 2nd Level Eligibility	*Talent Acquisition *Learning and Development *Compensation and Benefits *Employee Relations	Administrative Services Department - Human Resource Services 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)	
2	Cashier B	TIEZA-TAXD- 239	14	27755	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) / 2nd Level Eligibility	*Travel Tax Implementing Rules and Regulations Implementation *Examination of Airlines / Shipping Company Records regarding Travel Tax *Cash Management * Records and Information Management	Travel Tax Department - Privilege Administration Division (NAIA)

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)	
3	Cashier B	TIEZA-TAXD-240	14	27755	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) / 2nd Level Eligibility	*Travel Tax Implementing Rules and Regulations Implementation *Examination of Airlines / Shipping Company Records regarding Travel Tax *Cash Management * Records and Information Management	Travel Tax Department - Privilege Administration Division (NAIA)
3	Travel Tax Officer C	TIEZA-TAXD-249	11	20754	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / 2nd Level Eligibility	*Travel Tax Implementing Rules and Regulations Implementation *Examination of Airlines / Shipping Company Records regarding Travel Tax * Records and Information Management	Travel Tax Department - Privilege Administration Division (NAIA)

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)	
4	Travel Tax Officer C	TIEZA-TAXD- 264	11	20754	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / 2nd Level Eligibility	*Travel Tax Implementing Rules and Regulations Implementation *Examination of Airlines / Shipping Company Records regarding Travel Tax * Records and Information Management	Travel Tax Department - Privilege Administration Division (NAIA)

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)	

Interested and qualified applicants should submit the following documents on the address below not later than **September 13, 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)

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.