


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: October 21, 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	Business Development Analyst A	TIEZA-BUDD- 400	13	25232	Bachelor's Degree	None Required	None Required	Career Service (Professional) / 2nd Level Eligibility	- Enterprise Management - Business Development and Management - Records and Information Management	Business Development Department - Business Research and Development 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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2	Hotel/Resort Operations Officer B b/	TIEZA-OPED-422	13	25232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / 2nd Level Eligibility	- Enterprise Management - Business Development and Management - Records and Information Management	Operations Department - Banaue Hotel and Youth Hostel
3	Resident Manager A b/	TIEZA-OPED-429	22	65319	Bachelor's Degree	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) / 2nd Level Eligibility	- Enterprise Management - Business Development and Management - Records and Information Management	Operations Department - Balicasag Island Dive Resort
4	Sr. Corporate Accounts Analyst b/	TIEZA-OPED-430	15	30531	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) / 2nd Level Eligibility	- Enterprise Management - Business Development and Management - Records and Information Management	Operations Department - Balicasag Island Dive Resort

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5	Resident Manager B b/	TIEZA-OPED-444	20	51155	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) / 2nd Level Eligibility	- Enterprise Management - Business Development and Management - Records and Information Management	Operations Department - Intramuros Light and Sound Museum

Remarks: b/ - Coterminous with the Privatization of the Operating Entity

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 November 08, 2021, with the subject: Position Title_Item No._Full Name:

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

In case of non-acknowledgement in the receipt of documents submitted within three (3) days, applicants are advised to follow-up again through e-mail.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.