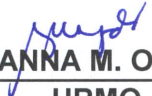


Republic of the Philippines
TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Request for Publication of Vacant Positions

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: November 15, 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	Sr. Enterprise Services Specialist	TIEZA-TAMD- 495	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)

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 December 06, 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.