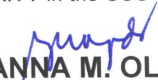


Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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 25, 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. Travel Tax Officer B	TIEZA-TAXD-219	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 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)	
2	Cashier A	TIEZA-TAXD-234	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 Division (NAIA)
3	Travel Tax Officer A	TIEZA-TAXD-194	15	30531	Bachelors 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 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
					Education	Experience	Training	Eligibility	Competency (if applicable)	
4	Cashier B	TIEZA-TAXD-239	14	27755	Bachelors 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 Airline/Shipping Company Records Regarding Travel Tax - Records and Information Management - Cash Management	Travel Tax Department - Privilege Administration Division (NAIA)
5	Cashier B	TIEZA-TAXD-240	14	27755	Bachelors 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 Airline/Shipping Company Records Regarding Travel Tax - Records and Information Management - Cash 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)	
6	Cashier B	TIEZA-TAXD-242	14	27755	Bachelors 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 Airline/Shipping Company Records Regarding Travel Tax - Records and Information Management - Cash Management	Travel Tax Department - Privilege Administration Division (NAIA)

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 13, 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.