

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: January 5, 2022

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	Division Manager A	TIEZA-TAXD- 182	24	83406	Master's Degree or Certificate in Leadership and Management from the CSC	4 years of supervisory management experience	40 hours of supervisory management and development intervention	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

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2	Cashier A <i>*reposted</i>	TIEZA-TAXD-191	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 (Main / Central Office)
3	Travel Tax Officer C	TIEZA-TAXD-199	11	20754	Bachelor's Degree relevant to the job	None Required	None Required	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 (Main / Central Office)

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4	Travel Tax Supervisor	TIEZA-TAXD-201	20	51155	Bachelor's Degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) / 2nd 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)
5	Travel Tax Supervisor	TIEZA-TAXD-203	20	51155	Bachelor's Degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) / 2nd 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)

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6	Travel Tax Officer A	TIEZA-TAXD-296	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 *Examination of Airline / Shipping Company Records regarding Travel Tax *Records and Information Management	Travel Tax Department - Privilege Administration Division (DMIA / OSPC Clark Travel Tax Unit)
7	Travel Tax Officer C	TIEZA-TAXD-310	11	20754	Bachelor's Degree relevant to the job	None Required	None Required	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 (San Fernando, La Union Travel Tax Unit)

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8	Travel Tax Officer A	TIEZA-TAXD-320	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 *Examination of Airline / Shipping Company Records regarding Travel Tax *Records and Information Management	Travel Tax Department - Privilege Administration Division (Cebu Travel Tax Unit)
9	Cashier B	TIEZA-TAXD-322	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 *Examination of Airline / Shipping Company Records regarding Travel Tax *Records and Information Management *Cash Management	Travel Tax Department - Privilege Administration Division (Cebu Travel Tax Unit)

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10	Travel Tax Officer C	TIEZA-TAXD-327	11	20754	Bachelor's Degree relevant to the job	None Required	None Required	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 (Cebu Travel Tax Unit)
11	Travel Tax Officer C	TIEZA-TAXD-346	11	20754	Bachelor's Degree relevant to the job	None Required	None Required	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 (Cebu Travel Tax Unit)

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12	Corporate Finance Services Chief <i>*anticipated</i>	TIEZA-FISD- 131	22	65319	Bachelor's Degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) / Second Level Eligibility	*Accounting *Budget *Cash Management	Financial Services Department - Budget Division

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 January 24, 2022, with the subject: Position Title\_Item No.\_Full Name:

1. Accomplished TIEZA Application Form (downloadable at [www.tieza.gov.ph](http://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](http://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](mailto: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.