

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: March 1, 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 | Internal Auditor I | TIEZA-IAUD-017 | 11 | 20754 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service (Professional) / Second Level Eligibility | *Attention to Detail *Business Acumen *Research Proficiency *Risk Control and Governance *Technical Writing | Internal Audit Department - Operations Audit Division |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| | Preferences: | <p>Experience: At least 1 year experience in project planning and supervision, 1 year handling legal assignments, 1 year in Information and Communication Technology (ICT) related tasks</p> <p>Training: Attended at least 8hrs of training/seminar relevant to their profession</p> <p>Eligibility: Career Service/RA1080</p> | | | | | | | | |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| 3 | Attorney III <i>*reposted</i> | TIEZA-LEGD-042 | 21 | 57805 | Bachelor of Laws | 1 year of relevant experience | 4 hours of relevant training | RA 1080 | *Establishing Linkages, Networks and Partners *Interpersonal Effectiveness *Legal Services Administration *Technical Writing | Legal Department - Litigation Division |
| 4 | Attorney II <i>*reposted</i> | TIEZA-LEGD-045 | 18 | 40637 | Bachelor of Laws | None Required | None Required | RA 1080 | *Establishing Linkages, Networks and Partners *Interpersonal Effectiveness *Legal Services Administration *Technical Writing | Legal Department - Litigation Division |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| 5 | Attorney II <i>*reposted</i> | TIEZA-LEGD-051 | 18 | 40637 | Bachelor of Laws | None Required | None Required | RA 1080 | *Establishing Linkages, Networks and Partners *Interpersonal Effectiveness *Legal Services Administration *Technical Writing | Legal Department - Legal Services Division |
| 6 | Attorney II <i>*reposted</i> | TIEZA-LEGD-052 | 18 | 40637 | Bachelor of Laws | None Required | None Required | RA 1080 | *Establishing Linkages, Networks and Partners *Interpersonal Effectiveness *Legal Services Administration *Technical Writing | Legal Department - Legal Services Division |
| | Preferences: | TIEZA-LEGD-045 & 051-052 | Experience in Administrative, Civil and Procurement Law | | | | | | | |
| 7 | Sr. Project Planning | TIEZA-COPD-067 | 18 | 40637 | Bachelor's Degree relevant to the job | 2 years of relevant experience | 8 hours of relevant training | Career Service (Professional) / 2nd Level Eligibility | *Achieving High Standards *Monitoring and Evaluation *Program/Project Planning and Management *Technical Writing | Corporate Planning Department - Monitoring and Evaluation Division |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| | Preferences: | Education: Master's Degree in Business/Public Administration; Bachelor's Degree in Economics, Business, Finance, Engineering/Architecture Experience: Atleast 5 years in Government/Private firms; Preferably in Corporate Environment Training: Corporate Planning; Budgeting; Process Improvement; Statistics; Project Management; Six Sigma Eligibility: RA 1080 (Environmental Planner/Engineer/Architect) | | | | | | | | |
| 8 | Human Resources Management Officer III | TIEZA-ADSD-085 | 18 | 40637 | Bachelor's degree | 2 years of relevant experience | 8 hours of relevant training | Career Service (Professional) / 2nd Level Eligibility | *Learning and Development *Training Program Administration *Technical Writing *Monitoring & Evaluation *Interpersonal Effectiveness *Program/Project Planning and Management | Administrative Services Department - Human Resource Services Division |
| | Preferences: | Knowledge in Organizational Development | | | | | | | | |
| 9 | Human Resources Management Officer I <i>*reposted</i> | TIEZA-ADSD-091 | 11 | 20754 | Bachelor's Degree | None Required | None Required | Career Service (Professional) / 2nd Level Eligibility | *Talent Acquisition *Interpersonal Effectiveness | Administrative Services Department - Human Resource Services Division |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| 10 | Procurement Officer B | TIEZA-ADSD- 102 | 15 | 30531 | Bachelor's Degree | 1 year of relevant experience | 4 hours training on Property & Supply Management Philgeps Buyers' Training | Career Service (Professional) / Second Level Eligibility | *Procurement Planning and Management *Risk Assessment and Management *Monitoring and Evaluation *Attention to Detail | Administrative Services Department - General Services Division |
| 11 | Sr. Corporate Accounts Analyst | TIEZA-FISD- 119 | 15 | 30531 | Bachelor's Degree | 1 year of relevant experience | 4 hours of relevant training | Career Service (Professional) / 2nd Level Eligibility | *Accounting Proficiency *Attention to Detail | Financial Services Department - Accounting Division |
| | Preferences: | Education: Major in Accounting Experience: Any related experience on Government Budgeting | | | | | | | | |
| 12 | Marketing Analyst II | TIEZA-BUDD- 407 | 13 | 25232 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service (Professional) / 2nd Level Eligibility | *Marketing and Sales Proficiency *Business Development and Management *Technical Writing *Budgeting | Business Development Department - Sales Division |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| | Preferences: | Education: Marketing, Communications Arts, Mass Communications Skills: 1) Proficient in written and oral communication 2) Knowledgeable in the preparation and implementation of a marketing plan and marketing communications plan 3) Knowledgeable in digital marketing, online marketing channels & online community management/social media specialist in content creation and analytics 4) Knowledgeable in the hospitality industry 5) Proficient in various computer applications | | | | | | | | |
| 13 | Enterprise Services Specialist | TIEZA-TERD-458 | 15 | 30531 | Bachelor's degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course | 1 year of progressively responsible in experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields | 8 hours of training in relevant field of study | Career Service (Professional) / Second Level Eligibility | *Tourism Area Development *Establishing Linkages, Networks, and Partners *Monitoring and Evaluation *Technical Writing Achieving High Standards *Research Proficiency *Records and Information Management | TEZ Regulation Department - Evaluation and Registration Division |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| 14 | Enterprise Services Specialist | TIEZA-TERD-459 | 15 | 30531 | Bachelor's degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course | 1 year of progressively responsible in experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields | 8 hours of training in relevant field of study | Career Service (Professional) / Second Level Eligibility | *Tourism Area Development *Establishing Linkages, Networks, and Partners *Monitoring and Evaluation *Technical Writing Achieving High Standards *Research Proficiency *Records and Information Management | TEZ Regulation Department - Evaluation and Registration Division |
| | Preferences: | TIEZA-TERD-458-459 | Education: Any finance/economics related course Experience: Atleast 5 years Training: Area development or cost-benefit analysis | | | | | | | |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| 15 | Division Manager A <i>*reposted</i> | TIEZA-TERD-460 | 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 | *Coordination *Infrastructure Project Management *Interpersonal Effectiveness *Monitoring and Evaluation *Program/Project Planning and Management *Technical Writing | TEZ Regulation Department - Permits and Licenses Division |
| | Preferences: | Education: Civil Engineer / Architect Experience: At least 10 years Training: Seminar on National Building Code or any other related training on application of issuance of buliding permits Eligibility: RA1080 with Masteral in Engineering / Architectural courses | | | | | | | | |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| 16 | Enterprise Services Supervisor <i>*reposted</i> | TIEZA-TERD- 462 | 20 | 51155 | 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 | 3 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields | 16 hours of training in relevant field of study | Career Service (Professional) / Second Level Eligibility | *Infrastructure Project Management *Interpersonal Effectiveness *Monitoring and Evaluation *Achieving High Standards *Attention to Detail *Technical Writing | TEZ Regulation Department - Permits and Licenses Division |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| | Preferences: | <p>Education: Finance related course/Computer or Information Technology (IT) course (Note: The Division needs a financial analysis to assist SG 22. The Division needs a computer/IT expert considering that the main function of the Division is the online processing/issuance of Certifications)</p> <p>Experience: At least 5 years</p> <p>Training: Digitalization of data and online processing</p> | | | | | | | | |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| 17 | Enterprise Services Supervisor <i>*reposted</i> | TIEZA-TERD- 463 | 20 | 51155 | 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 | 3 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields | 16 hours of training in relevant field of study | Career Service (Professional) / Second Level Eligibility | *Infrastructure Project Management *Interpersonal Effectiveness *Monitoring and Evaluation *Achieving High Standards *Attention to Detail *Technical Writing | TEZ Regulation Department - Permits and Licenses Division |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| | Preferences: | <p>Education: Civil Engineer/Architect/Structural Engineer (Note: The Division must have at least one Civil Engineer, one Structural Engineer, and one Architect)</p> <p>Experience: At least 5 years</p> <p>Training: Seminar on National Building Code or any other related training on application of issuance of buliding permits</p> <p>Eligibility: RA1080</p> | | | | | | | | |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| 18 | Sr. Enterprise Services Specialist <i>*reposted</i> | TIEZA-TERD- 464 | 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 preferably supplemented by master's degree in urban and regional planning; Preference shall also be given to applicants with expertise in | 2 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields | 8 hours of training in relevant field of study | Career Service (Professional) / Second Level Eligibility | *Tourism Area Development *Monitoring and Evaluation *Enterprise Management *Technical Writing !*nterpersonal Effectiveness *Achieving High Standards *Attention to Detail | TEZ Regulation Department - Permits and Licenses Division |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| | Preferences: | Education: Geodetic Engineer or Surveyor Experience: At least 5 years Training: Seminar on National Building Code or any other related training on application of issuance of buliding permits Eligibility: RA1080 | | | | | | | | |
| 19 | Enterprise Services Specialist <i>*reposted</i> | TIEZA-TERD- 467 | 15 | 30531 | Bachelor's degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course | 1 year of progressively responsible in experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields | 8 hours of training in relevant field of study | Career Service (Professional) / Second Level Eligibility | *Analytical Thinking *Infrastructure Project Management *Interpersonal Effectiveness *Monitoring and Evaluation *Architectural Planning and Design *Technical Writing *Achieving High Standards *Attention to Detail | |
| | Preferences: | Education: Mechanical Engineer/Electronics Engineer (Note: The Division must have at least one mechanical engineer and one electronics engineer) Experience: At least 5 years Training: Seminar on National Building Code or any other related training on application of issuance of buliding permits Eligibility: RA1080 | | | | | | | | |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| 20 | Enterprise Services Chief | TIEZA-TERD- 472 | 22 | 65319 | 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 | 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) / Second Level Eligibility | *Tourism Area Development *Establishing Linkages, Networks, and Partners *Monitoring and Evaluation *Technical Writing *Accounting Proficiency *Records and Information Management | TEZ Regulation Department - Incentives Administration Division |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| | Preferences: | Education: Accountant Experience: At least 7 years Training: Any related training on Cost benefit analysis or Financial Statement Studies Eligibility: RA1080 | | | | | | | | |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| 21 | Enterprise Services Supervisor <i>*reposted</i> | TIEZA-TERD- 473 | 20 | 51155 | 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 | 3 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields | 16 hours of training in relevant field of study | Career Service (Professional) / Second Level Eligibility | Tourism Area Development Establishing Linkages, Networks, and Partners Monitoring and Evaluation Technical Writing Records and Information Management | TEZ Regulation Department - Incentives Administration Division |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| 22 | Enterprise Services Supervisor | TIEZA-TERD-474 | 20 | 51155 | 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 | 3 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields | 16 hours of training in relevant field of study | Career Service (Professional) / Second Level Eligibility | *Tourism Area Development *Establishing Linkages, Networks, and Partners *Monitoring and Evaluation *Technical Writing *Records and Information Management | TEZ Regulation Department - Incentives Administration Division |
| | Preferences: | TIEZA-TERD-473-474 | Education: Finance related course/Computer or Information Technology (IT) course Experience: At least 5 years Training: Digitalization of data and online processing | | | | | | | |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| 24 | Division Manager A | TIEZA-TAMD-492 | 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 | *Program/Project Planning and Management *Tourism Area Development *Monitoring and Evaluation *Enterprise Management *Establishing Linkages, Networks, and Partners *Tourism Promotion and Media Relations *Infrastructure Project Management | TEZ Assistance and Monitoring Department - TEZ Designated Areas |
| | Preferences: | Experience in Tourism Zone Management Must be willing to be assigned in Flagship TEZ | | | | | | | | |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| 25 | Sr. Enterprise Services Specialist <i>*reposted</i> | TIEZA-TAMD- 497 | 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 preferably supplemented by master's degree in urban and regional planning; Preference shall also be given to applicants with expertise in | 2 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields | 8 hours of training in relevant field of study | Career Service (Professional) / Second Level Eligibility | *Tourism Promotion and Media Relations *Tourism Area Development *Establishing Linkages, Networks, and Partners *Monitoring and Evaluation *Enterprise Management *Technical Writing *Financial Acumen | TEZ Assistance and Monitoring Department - TEZ Designated Areas |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| 26 | Sr. Enterprise Services Specialist <i>*reposted</i> | TIEZA-TAMD- 498 | 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 preferably supplemented by master's degree in urban and regional planning; Preference shall also be given to applicants with expertise in | 2 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields | 8 hours of training in relevant field of study | Career Service (Professional) / Second Level Eligibility | *Tourism Promotion and Media Relations *Tourism Area Development *Establishing Linkages, Networks, and Partners *Monitoring and Evaluation Enterprise Management Technical Writing Financial Acumen | TEZ Assistance and Monitoring Department - TEZ Designated Areas |
| | Preferences: | TAMD-497- 498 | With background in General Office Management | | | | | | | |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| 27 | Enterprise Services Specialist <i>*reposted</i> | TIEZA-TAMD-505 | 15 | 30531 | Bachelor's degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course | 1 year of progressively responsible in experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields | 8 hours of training in relevant field of study | Career Service (Professional) / Second Level Eligibility | *Tourism Area Development *Establishing Linkages, Networks, and Partners *Monitoring and Evaluation *Enterprise Management *Technical Writing *Providing Support and Services *Accounting Proficiency | TEZ Assistance and Monitoring Department - TEZ Designated Areas |
| Preferences: | | With background in Legal Management or Accounting | | | | | | | | |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| 28 | Enterprise Services Specialist | TIEZA-TAMD- 506 | 15 | 30531 | Bachelor's degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course | 1 year of progressively responsible in experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields | 8 hours of training in relevant field of study | Career Service (Professional) / Second Level Eligibility | *Tourism Area Development *Establishing Linkages, Networks, and Partners *Monitoring and Evaluation *Enterprise Management *Technical Writing *Providing Support and Services *Accounting Proficiency | TEZ Assistance and Monitoring Department - TEZ Designated Areas |
| 29 | Enterprise Services Specialist | TIEZA-TAMD- 508 | 15 | 30531 | Bachelor's degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course | 1 year of progressively responsible in experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields | 8 hours of training in relevant field of study | Career Service (Professional) / Second Level Eligibility | *Tourism Area Development *Establishing Linkages, Networks, and Partners *Monitoring and Evaluation *Enterprise Management *Technical Writing *Providing Support and Services *Accounting Proficiency | TEZ Assistance and Monitoring Department - TEZ Designated Areas |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| 30 | Information Officer A <i>*reposted</i> | TIEZA-TAMD- 513 | 15 | 30531 | Bachelor's Degree | 1 year of relevant experience | 4 hours of relevant training | Career Service (Professional) / Second Level Eligibility | *Tourism Promotion and Media Relations *Monitoring and Evaluation *Enterprise Management *Technical Writing *Records and Information Management *Establishing Linkages, Networks, and Partners *Research Proficiency | TEZ Assistance and Monitoring Department - TEZ Designated Areas |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| 31 | Information Officer A | TIEZA-TAMD-515 | 15 | 30531 | Bachelor's Degree | 1 year of relevant experience | 4 hours of relevant training | Career Service (Professional) / Second Level Eligibility | *Tourism Promotion and Media Relations *Monitoring and Evaluation *Enterprise Management *Technical Writing *Records and Information Management *Establishing Linkages, Networks, and Partners *Research Proficiency | TEZ Assistance and Monitoring Department - TEZ Designated Areas |
| 32 | Sr. Bookkeeper | TIEZA-TAMD-521 | 9 | 17975 | Completion of 2 years studies in College | 1 year of relevant experience | 4 hours of relevant training | Career Service (Sub-Professional) /First Level Eligibility | *Accounting Proficiency *Providing Support and Services *Tourism Area Development *Enterprise Management *Records and Information Management *Financial Acument | TEZ Assistance and Monitoring Department - TEZ Designated Areas |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| 33 | Sr. Bookkeeper | TIEZA-TAMD-522 | 9 | 17975 | Completion of 2 years studies in College | 1 year of relevant experience | 4 hours of relevant training | Career Service (Sub-Professional) /First Level Eligibility | *Accounting Proficiency *Providing Support and Services *Tourism Area Development *Enterprise Management *Records and Information Management *Financial Acument | TEZ Assistance and Monitoring Department - TEZ Designated Areas |

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| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |
| 34 | Sr. Enterprise Services Specialist | TIEZA-TAMD- 525 | 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 preferably supplemented by master's degree in urban and regional planning; Preference shall also be given to applicants with expertise in | 2 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields | 8 hours of training in relevant field of study | Career Service (Professional) / Second Level Eligibility | *Tourism Area Development *Marketing and Sales Proficiency *Establishing Linkages, Networks, and Partners *Monitoring and Evaluation *Enterprise Management *Technical Writing *Attention to Detail *Tourism Promotion and Media Relations | TEZ Assistance and Monitoring Department - Private TEZ |
| | Preferences: | With background in Legal Management / Accounting/ Architecture/Engineering / Finance | | | | | | | | |

| 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) | |
| 35 | Sr. Enterprise Services Specialist | TIEZA-TAMD- 526 | 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 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 and wellness | 2 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields | 8 hours of training in relevant field of study | Career Service (Professional) / Second Level Eligibility | *Tourism Area Development *Marketing and Sales Proficiency *Establishing Linkages, Networks, and Partners *Monitoring and Evaluation *Enterprise Management *Technical Writing *Attention to Detail *Tourism Promotion and Media Relations | TEZ Assistance and Monitoring Department - Private TEZ |

| 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) | |
| 36 | Division Manager A <i>*anticipated</i> | TIEZA-OPED-413 | 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 | *Enterprise Management *Hospitality and Customer Focus *Marketing and Sales Proficiency *Monitoring and Evaluation *Program/Project Planning and Management *Entrepreneurial Thinking | Operations Department - Club Intramuros Golf Course |
| | Resident Manager A | TIEZA-OPED-439 | 22 | 65319 | Bachelor's degree | 4 years of relevant experience | 24 hours of relevant training | Career Service (Professional) / Second Level Eligibility | *Enterprise Management *Hospitality and Customer Focus *Marketing and Sales Proficiency *Monitoring and Evaluation *Program/Project Planning and Management *Entrepreneurial Thinking | Operations Department - Gardens of Malasag |
| Preferences: | | Education: Business Management or any business related course Training: Leadership and Managerial; Financial Report Analysis; Budgeting | | | | | | | | |

| 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 **March 11, 2022**.

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)

**Original documents must be available upon request*



ROSANNA M. OLGADO

Manager, Administrative Services Department

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recruitment@tieza.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.