

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: July 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	Division Manager A	TIEZA-TAMD- 484	12	80796	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	*Establishing Linkages, Networks and Partners *Interpersonal Effectiveness *Monitoring and Evaluation *Program/Project Planning Management *Records and Information Management *Technical Writing *Tourism Area Development	TEZ Assistance and Monitoring Department- TEZ Compliance Monitoring Division

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	Sr. Travel Tax Officer B	TIEZA-TAXD-219	10	38037	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) / Second Level Eligibility	*Attention to detail *Cash Management *Coordination *Monitoring and Evaluation *Policy Development *Records and Information Management *Travel Tax Implementing Rules and Regulations Implementation	Travel Tax Department-Privilege Administration Division (NAIA)

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3	Assistant Chief Operating Officer <i>*Anticipated Vacancy</i>	TIEZA-AAES-353	16	181938	Master's Degree or Certificate in Leadership and Management from the CSC	5 years of supervisory / management experience	120 hours of supervisory / management learning and development intervention	Career Service (Professional) / Second Level Eligibility	*Architectural and Planning Design *Infrastructure Project Management *Monitoring and Evaluation *Policy Development *Program/Project Planning Management	Office of the Assistant Chief Operating Officer for Architectural and Engineering Services

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 **July 18, 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)

***\*Original documents must be available upon request***

**Note:** For internal applicants vying for promotion, please refer to the required documents listed in the Application Form.

ROSANNA M. OLGADO  
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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.