

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 20, 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	Sr. Corporate Accounts Analyst	TIEZA-FISD- 121	10	38037	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) / Second Level Eligibility	*Accounting Proficiency *Attention to Detail	Financial Services Department- Accounting Division
2	Sr. Corporate Budget Specialist	TIEZA-FISD- 133	11	47777	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) / Second Level Eligibility	*Accounting Proficiency *Budgeting	Financial Services Department- Budget Division

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					Education	Experience	Training	Eligibility	Competency (if applicable)	
3	Sr. Project Planning & Development Officer <i>*Reposted</i>	TIEZA-COPD- 067	11	47777	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) / Second Level Eligibility	*Achieving High Standards *Monitoring and Evaluation *Program/Project Planning and Management *Technical Writing	Corporate Planning Department- Monitoring and Evaluation Division
Preference		Education: Masters Degree in Public Administration: Bachelor's Degree in Economics, Business, Finance, Engineering/Architecture Experience: Atleast 5 years in Government/Private firms; Preferable in Corporate Environment Training: Corporate Planning; Budgeting; Process Improvement; Statistics; Project Management; Six Sigma Eligibility: RA 1080 (Environmental Planner/Engineer/Architect)								

Interested and qualified applicants should signify their interest or intention through electronic mail. Attach the following documents to the **Application Form** (see *downloadable forms*) and send to the address below not later than **July 31, 2022**, with the subject: **Position Title_Item No._ Full Name:**

Documents for Internal Applicants (Promotion)

- 1 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 the CSC/TIEZA website;

Please convert the PDS including the WES into a single-file PDF format before submission.

- 2 Performance rating in the last rating period;
- 3 Authenticated certificate of eligibility/rating/license;

***Original copy must be AVAILABLE upon request**

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

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

Documents for Internal Applicants (Job Order) and External Applicants

- 1 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 the CSC/TIEZA website;

- 2 Performance rating in the last rating period (if applicable);
- 3 Authenticated certificate of eligibility/rating/license;
- 4 Diploma and Transcript of Records;
- 5 Certificate of Training Programs;and
- 6 Certificate of Employment and Service Record (if applicable)

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.