

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: August 8, 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	Information Officer A	TIEZA-OCOO- 025	10	38037	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) / Second Level Eligibility	*Coordination *Managing Work *Technical Writing *Tourism Promotion and Media Relations	Office of the Chief Operating Officer- Corporate Communication

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 August 18, 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-
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;

Documents for Internal Applicants (Job Order) and External Applicants

- 1 Fully accomplished Personal Data Sheet (PDS) with recent passport-
- 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)

*Original copy must be AVAILABLE upon request

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED


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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.