

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: October 18, 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	Cashier A *Reposting	TIEZA-TAXD- 234	10	38037	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) / Second Level Eligibility	*Interpersonal Effectiveness *Attention to detail *Cash Management *Records and Information Management	Travel Tax Department- Privilege Administration Division (NAIA)
2	Travel Tax Officer C *Reposting	TIEZA-TAXD- 199	8	28024	Bachelor's Degree	None Required	None Required	Career Service (Professional) / Second Level Eligibility	*Interpersonal Effectiveness *Records and Information Management *Travel Tax Implementing Rules and Regulations Implementation	Travel Tax Department- Privilege Administration Division (Main/Central Office)

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					Education	Experience	Training	Eligibility	Competency (if applicable)	
3	Cashier B	TIEZA-TAXD-300	9	32519	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) / Second Level Eligibility	*Attention to detail *Cash Management *Interpersonal Effectiveness *Records and Information Management	Travel Tax Department-Privilege Administration Division (DMIA / OSPC Clark Travel Tax Unit)
4	Travel Tax Officer C *Reposting	TIEZA-TAXD-304	8	28024	Bachelor's Degree	None Required	None Required	Career Service (Professional) / Second Level Eligibility	*Attention to detail *Interpersonal Effectiveness *Records and Information Management *Travel Tax Implementing Rules and Regulations	Travel Tax Department-Privilege Administration Division (DMIA / OSPC Clark Travel Tax Unit)

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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 **October 28, 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.