

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: November 14, 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 | Department Manager A <i>*Anticipated Vacancy</i> | TIEZA-OPED- 409 | 14 | 132247 | 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 | -Enterprise Management -Entrepreneurial Thinking -Monitoring and Evaluation -Policy Development -Program/Project Planning and Management | Operations Department |

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|-----|--------------------------------------------------------------|-----------------------|---------------------------------|-------------------|-------------------------|------------|----------|-------------|-------------------------------|------------------------|
| | | | | | Education | Experience | Training | Eligibility | Competency (if applicable) | |

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 **November 24, 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;

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)

***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

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.