

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 3, 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	Enterprise Services Specialist <i>*Reposting</i>	TIEZA-TERD- 458	10	38,037.00	Bachelor's degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course	1 year of progressively responsible in experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	8 hours of training in relevant field of study	Career Service (Professional) / Second Level Eligibility	*Achieving High Standards *Establishing Linkages, Networks and Partners *Monitoring and Evaluation *Records and Information Management *Research Proficiency *Technical Writing *Tourism Area Development	TEZ Regulation Department- Evaluation and Registration 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	Enterprise Services Specialist <i>*Reposting</i>	TIEZA-TERD- 459	10	38,037.00	Bachelor's degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course	1 year of progressively responsible in experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	8 hours of training in relevant field of study	Career Service (Professional) / Second Level Eligibility	*Achieving High Standards *Establishing Linkages, Networks and Partners *Monitoring and Evaluation *Records and Information Management *Research Proficiency *Technical Writing *Tourism Area Development	TEZ Regulation Department- Evaluation and Registration Division
<p><i>*Preference (TERD-458-459) :</i> -Graduate of Finance or Economics</p>										

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)	
3	Enterprise Services Chief	TIEZA-TERD- 472	12	80,796.00	Bachelor's Degree in tourism administration, business administration, public administration, finance management, urban development planning, law, economics, or any other related business course program preferably supplemented by master's degree in urban and regional planning; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation, or health awareness	4 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	24 hours of training in relevant field of study	Career Service (Professional) / Second Level Eligibility	*Accounting Proficiency *Establishing Linkages, Networks and Partners *Monitoring and Evaluation *Records and Information Management *Technical Writing *Tourism Area Development	TEZ Regulation Department- Incentives Administration Division
<p>*Preference (TERD-472) : -Graduate of Finance or Economics -Certified Public Accountant</p>										

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)	
4	Enterprise Services Supervisor	TIEZA-TERD- 473	11	47,777.00	Bachelor's Degree in tourism administration, business administration, public administration, finance management, urban development planning, law, economics, or any other related business course program preferably supplemented by master's degree in urban and regional planning; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation, or health awareness	3 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	16 hours of training in relevant field of study	Career Service (Professional) / 2nd Level Eligibility	*Establishing Linkages, Networks and Partners *Monitoring and Evaluation *Records and Information Management *Technical Writing *Tourism Area Development	TEZ Regulation Department- Incentives Administration 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)	
5	Enterprise Services Supervisor	TIEZA-TERD- 474	11	47,777.00	Bachelor's Degree in tourism administration, business administration, public administration, finance management, urban development planning, law, economics, or any other related business course program preferably supplemented by master's degree in urban and regional planning; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation, or health awareness	3 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	16 hours of training in relevant field of study	Career Service (Professional) / 2nd Level Eligibility	*Establishing Linkages, Networks and Partners *Monitoring and Evaluation *Records and Information Management *Technical Writing *Tourism Area Development	TEZ Regulation Department- Incentives Administration 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)	
6	Division Manager A <i>*Reposting</i>	TIEZA-TERD- 460	12	80,796.00	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) / 2nd Level Eligibility	*Coordination *Infrastructure Project Management *Interpersonal Effectiveness *Monitoring and Evaluation *Program/Project Planning Management	TEZ Regulation Department- Permits and Licenses Division
<p><i>*Preference (TERD-460) :</i> -Civil Engineer -Architect</p>										

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)	
7	Enterprise Services Supervisor <i>*Reposting</i>	TIEZA-TERD- 462	11	47,777.00	Bachelor's Degree in tourism administration, business administration, public administration, finance management, urban development planning, law, economics, or any other related business course program preferably supplemented by master's degree in urban and regional planning; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation, or health awareness	3 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	16 hours of training in relevant field of study	Career Service (Professional) / 2nd Level Eligibility	*Achieving High Standards *Attention to Detail *Infrastructure Project Management *Interpersonal Effectiveness *Monitoring and Evaluation *Technical Writing	TEZ Regulation Department- Permits and Licenses Division
<p>*Preference (TERD-462) : -Structural Engineer -Civil Engineer -Architect</p>										

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)	
8	Enterprise Services Supervisor <i>*Reposting</i>	TIEZA-TERD-463	11	47,777.00	Bachelor's Degree in tourism administration, business administration, public administration, finance management, urban development planning, law, economics, or any other related business course program preferably supplemented by master's degree in urban and regional planning; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation, or health awareness	3 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	16 hours of training in relevant field of study	Career Service (Professional) / Second Level Eligibility	*Achieving High Standards *Attention to Detail *Infrastructure Project Management *Interpersonal Effectiveness *Monitoring and Evaluation *Technical Writing	TEZ Regulation Department-Permits and Licenses Division
<p>*Preference (TERD-463) :</p> <ul style="list-style-type: none"> -Sanitary Engineer -Structural Engineer -Civil Engineer -Architect 										

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)	
9	Sr. Enterprise Services Specialist <i>*Reposting</i>	TIEZA-TERD-464	11	47,777.00	Bachelor's degree in tourism administration, business administration, public administration, finance management, urban development planning, law, economics, or any other related business course preferably supplemented by master's degree in urban and regional planning; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation, or health and wellness	2 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	8 hours of training in relevant field of study	Career Service (Professional) / Second Level Eligibility	*Achieving High Standards *Attention to Detail *Enterprise Management *Interpersonal Effectiveness *Monitoring and Evaluation *Technical Writing *Tourism Area Development	TEZ Regulation Department-Permits and Licenses Division
<p>*Preference (TERD-464) :</p> <ul style="list-style-type: none"> -Mechanical Engineer -Architect -Electronic Engineer -Geodetic Engineer -Surveyor 										

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)	
10	Enterprise Services Specialist <i>*Reposting</i>	TIEZA-TERD-467	10	38,037.00	Bachelor's degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course	1 year of progressively responsible in experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	8 hours of training in relevant field of study	Career Service (Professional) / Second Level Eligibility	*Achieving High Standards *Analytical Thinking *Architectural Planning and Design *Attention to Detail *Infrastructure Project Management *Interpersonal Effectiveness *Monitoring and Evaluation *Technical Writing	TEZ Regulation Department-Permits and Licenses Division
<p>*Preference (TERD-467) : -Mechanical Engineer -Electrical Engineer</p>										
11	Enterprise Services Specialist	TIEZA-TERD-469	10	38,037.00	Bachelor's degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course	1 year of progressively responsible in experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	8 hours of training in relevant field of study	Career Service (Professional) / Second Level Eligibility	*Achieving High Standards *Analytical Thinking *Architectural Planning and Design *Attention to Detail *Infrastructure Project Management *Interpersonal Effectiveness *Monitoring and Evaluation *Technical Writing	TEZ Regulation Department-Permits and Licenses 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)	
12	Division Manager A	TIEZA-TAMD-484	12	80,796.00	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 and 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)	
13	Sr. Enterprise Services Specialist	TIEZA-TAMD- 527	11	47,777.00	Bachelor's degree in tourism administration, business administration, public administration, finance management, urban development planning, law, economics, or any other related business course preferably supplemented by master's degree in urban and regional planning; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation, or health and wellness	2 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	8 hours of training in relevant field of study	Career Service (Professional) / Second Level Eligibility	*Attention to Detail *Enterprise Management *Establishing Linkages, Networks and Partners *Marketing and Sales Proficiency *Monitoring and Evaluation *Technical Writing *Tourism Area Development *Tourism Promotion and Media Relations	TEZ Assistance and Monitoring Department- Private TEZ

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)	
14	Information Officer A	TIEZA-TAMD- 514	10	38,037.00	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) / Second Level Eligibility	*Enterprise Management *Establishing Linkages, Networks and Partners *Monitoring and Evaluation *Records and Information Management *Research Proficiency *Technical Writing *Tourism Promotion and Media Relations	TEZ Assistance and Monitoring Department- TEZ Designated Areas (Public TEZ- Mt. Samat FTEZ)
15	Sr. Bookkeeper	TIEZA-TAMD- 519	7	21,909.00	Completion of 2 years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub- Professional) /First Level Eligibility	*Accounting Proficiency *Enterprise Management *Financial Acument *Providing Support and Services *Records and Information Management *Tourism Area Development	TEZ Assistance and Monitoring Department- TEZ Designated Areas (Public TEZ- Mt. Samat FTEZ)

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)	
16	Division Manager A	TIEZA-TAMD-491	12	80,796.00	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) / 2nd Level Eligibility	*Enterprise Management *Establishing Linkages, Networks and Partners *Infrastructure Project Management *Monitoring and Evaluation *Program/Project Planning and Management *Tourism Area Development *Tourism Promotion and Media Relations	TEZ Assistance and Monitoring Department- TEZ Designated Areas (Public TEZ-Corregidor FTEZ)
17	Enterprise Services Specialist <i>*Reposting</i>	TIEZA-TAMD-505	10	38,037.00	Bachelor's degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course	1 year of progressively responsible in experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	8 hours of training in relevant field of study	Career Service (Professional) / 2nd Level Eligibility	*Accounting Proficiency *Enterprise Management *Establishing Linkages, Networks and Partners *Monitoring and Evaluation *Providing Support and Services *Technical Writing *Tourism Area Development	TEZ Assistance and Monitoring Department- TEZ Designated Areas (Public TEZ-Corregidor FTEZ)

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)	
18	Enterprise Services Specialist <i>*Reposting</i>	TIEZA-TAMD-506	10	38,037.00	Bachelor's degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course	1 year of progressively responsible in experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	8 hours of training in relevant field of study	Career Service (Professional) / 2nd Level Eligibility	*Accounting Proficiency *Enterprise Management *Establishing Linkages, Networks and Partners *Monitoring and Evaluation *Providing Support and Services *Technical Writing *Tourism Area Development	TEZ Assistance and Monitoring Department- TEZ Designated Areas (Public TEZ- Corregidor FTEZ)
19	Sr. Bookkeeper <i>*Reposting</i>	TIEZA-TAMD-521	7	21,909.00	Completion of 2 years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) /First Level Eligibility	*Accounting Proficiency *Enterprise Management *Financial Acumen *Providing Support and Services *Records and Information Management *Tourism Area Development	TEZ Assistance and Monitoring Department- TEZ Designated Areas (Public TEZ- Corregidor FTEZ)
20	Sr. Bookkeeper <i>*Reposting</i>	TIEZA-TAMD-522	7	21,909.00	Completion of 2 years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) /First Level Eligibility	*Accounting Proficiency *Enterprise Management *Financial Acumen *Providing Support and Services *Records and Information Management *Tourism Area Development	TEZ Assistance and Monitoring Department- TEZ Designated Areas (Public TEZ- Rizal Park FTEZ)

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)	
21	Sr. Enterprise Services Specialist <i>*Reposting</i>	TIEZA-TAMD-497	11	47,777.00	Bachelor's degree in tourism administration, business administration, public administration, finance management, urban development planning, law, economics, or any other related business course preferably supplemented by master's degree in urban and regional planning; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation, or health and wellness	2 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	8 hours of training in relevant field of study	Career Service (Professional) / 2nd Level Eligibility	*Enterprise Management *Establishing Linkages, Networks and Partners *Financial Acumen *Monitoring and Evaluation *Technical Writing *Tourism Area Development *Tourism Promotion and Media Relations	TEZ Assistance and Monitoring Department- TEZ Designated Areas (Public TEZ-Panglao Bay FTEZ)
<p>*Preference (TAMD-497) : -Structural Engineer -Civil Engineer -Architect</p>										

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 17, 2022**, with the subject: **Position Title_Item No._ Full Name:**

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)	

Documents for Internal Applicants (Promotion)

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;

- 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;

- 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.