

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: December 13, 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	Division Manager A b/	TIEZA-OPED-419	12	80796	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	-Enterprise Management -Entrepreneurial Management -Hospitality and Customer Focus -Marketing and Sales Proficiency -Monitoring and Evaluation -Program/Project Planning and Management	Operations Department- Banaue Hotel and Youth Hostel (BHYH)
2	Attorney III	TIEZA-LEGD-050	11	47777	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080	-Establishing Linkages, Networks and Partners -Interpersonal Effectiveness -Legal Services Administration -Technical Writing	Legal Department- Legal Services Division
3	Property Officer A	TIEZA-ADSD-103	9	32519	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) / Second Level Eligibility	-Computer Proficiency -Monitoring and Evaluation -Property and Supplies Management	Administrative Services Department- General Services Division

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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 December 29, 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.