



**TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY**

**NOTICE OF HIRING  
(Job Order)**

PLACE OF ASSIGNMENT	TO UNDERTAKE THE FOLLOWING TASK
<p><b>HUMAN RESOURCE SERVICES DIVISION</b></p> <p><b>Two (2) Human Resource Assistant-Recruitment, Placement and Selection</b></p>	<p><b>Functions</b></p> <ol style="list-style-type: none"> <li>1. Validates credentials vis-à-vis submitted requirements.</li> <li>2. Prepares and posts job announcements online.</li> <li>3. Receives walk-in applications and monitors email designated for applications</li> <li>4. Helps with Resume/Personal Data Sheet screening.</li> <li>5. Encodes, updates and maintains applicants' information in the database.</li> <li>6. Assists in the preparation of documents on personnel movement of Job Order personnel and regular employees.</li> <li>7. Updates the Human Resource Information System (HRIS) on personnel movements.</li> <li>8. Undertakes clerical duties (e.g. answering emails and drafting communications).</li> <li>9. Assists in the preparation of Contracts of Service salaries and other compensation.</li> </ol>
<p><b>One (1) Human Resource Assistant-Compensation and Benefits</b></p>	<p><b>Functions</b></p> <ol style="list-style-type: none"> <li>1. Compiles and verifies attendance, hours worked of employees.</li> <li>2. Calculates employee timekeeping data/records for payroll runs.</li> <li>3. Analyzes and evaluates timekeeping records of employees for timekeeping/payroll discrepancies.</li> <li>4. Handles timekeeping related queries and troubleshooting issues.</li> <li>5. Assists in the preparation of documents on personnel movement of Job Order personnel and regular employees.</li> <li>6. Encodes, updates and maintains applicants' information in the database</li> <li>7. Analyzes and processes Payroll (Regular, Job Order and Special) of the Authority.</li> <li>8. Processes and inputs timekeeping information in the HRIS-timekeeping Module</li> </ol>



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### NOTICE OF HIRING (Job Order)

<b>One (1) Human Resource Assistant-Learning and Development</b>	<b><u>Functions</u></b> <ol style="list-style-type: none"><li>1. Implements program in adherence to the Undergraduate Practicum for College Students (HR Policies and Guidelines), including but not limited to coordination, monitoring, preparation of documentary requirements.</li><li>2. Assists in the coordination and conduct of training program whether online or onsite (pre and post program activities) and the Authority's socio-cultural activities.</li><li>3. Prepares calendar, implement activities for sports and other related programs, and draft terminal reports after each event.</li><li>4. Represents the Authority and implement program relative to the Authority's membership to the Government Corporations Athletic Association, Inc. (GCAA).</li></ol>
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The Human Resource Services Division is encouraging all interested and qualified applicants, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation. Interested applicants may submit their respective application letter with duly accomplished Personal Data Sheet or comprehensive resume, photocopy of academic Transcript of Records, a photocopy of certificate of eligibility, photocopies of certificate of employment and seminars attended, on or before **30 January 2023**, addressed to:

  
**ROSANNA M. OLGADO**

Manager, Administrative Services Department  
6th Floor, Tower 1, Double Dragon Plaza,  
Diosdado Macapagal Ave. cor. EDSA Extension, Bay Area  
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