


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: January 4, 2023

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	Corporate Planning Analyst A	TIEZA-COPD-063	JG-9/ SG-13	32519	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	-Formulation of Organization's Integrated Development Plans and Programs -Research Proficiency -Risk Assessment and Management <i>*Level 2 (Developed)</i>	Corporate Planning Department- Strategic Planning Division
2	Project Planning and Development Officer A	TIEZA-COPD-068	JG-10/ SG-15	38037	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) / Second Level Eligibility	-Achieving High Standards -Establishing Linkages, Networks and Partners -Monitoring and Evaluation -Program/Project Planning and Management -Technical Writing <i>*Level 2 (Developed)</i>	Corporate Planning Department- Monitoring and Evaluation Division

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3	Travel Tax Supervisor	TIEZA-TAXD-202	JG-11/ SG-20	47777	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) / Second Level Eligibility	-Attention to detail -Cash Management -Establishing Linkages, Networks and Partners -Monitoring and Evaluation -Policy Development -Records and Information Management -Travel Tax Implementing Rules and Regulations Implementation <i>*Level 3 (Advanced)</i>	Travel Tax Department- Privilege Adminsitration Division (NAIA)
4	Travel Tax Officer A	TIEZA-TAXD-286	JG-10/ SG-15	38037	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) / Second Level Eligibility	-Coordination -Establishing Linkages, Networks and Partners -Interpersonal Effectiveness -Monitoring and Evaluation -Records and Information Management -Travel Tax Implementing Rules and Regulations Implementation <i>*Level 3 (Advanced)</i>	Travel Tax Department- Privilege Adminsitration Division (Baguio Travel Tax Unit)
5	Travel Tax Officer A	TIEZA-TAXD-309	JG-10/ SG-15	38037	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) / Second Level Eligibility	-Coordination -Establishing Linkages, Networks and Partners -Interpersonal Effectiveness -Monitoring and Evaluation -Records and Information Management -Travel Tax Implementing Rules and Regulations Implementation <i>*Level 3 (Advanced)</i>	Travel Tax Department- Privilege Adminsitration Division (San Fernando La Union Travel Tax Unit)

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6	Travel Tax Officer A	TIEZA-TAXD-347	JG-10/ SG-15	38037	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) / Second Level Eligibility	-Coordination -Establishing Linkages, Networks and Partners -Interpersonal Effectiveness -Monitoring and Evaluation -Records and Information Management -Travel Tax Implementing Rules and Regulations Implementation *Level 3 (Advanced)	Travel Tax Department- Privilege Admsintration Division (Zamboanga Travel Tax Unit)
7	Cashier B	TIEZA-TAXD-244	JG-9/ SG-14	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 *Level 2 (Developed)	Travel Tax Department- Privilege Admsintration Division (NAIA)
8	Travel Tax Officer C	TIEZA-TAXD-196	JG-8/ SG-11	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 *Level 1 (Basic)	Travel Tax Department- Privilege Admsintration Division (Main/Central Office)
9	Travel Tax Officer C	TIEZA-TAXD-252	JG-8/ SG-11	28024	Bachelor's Degree	None Required	None Required	Career Service (Professional) / Second Level Eligibility	-Attention to Detail -Records and Information Management -Travel Tax Implementing Rules and Regulations Implementation *Level 1 (Basic)	Travel Tax Department- Privilege Admsintration Division (NAIA)

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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 under Career Opportunities of TIEZA website*) and send to the address below not later than **January 16, 2023**, 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;

2 Performance rating in the last rating period;
3 Authenticated certificate of eligibility/rating/license;

Please convert the PDS including the WES into a single-file PDF format before submission.

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**

****Image files must be converted into PDF format. You may convert and merge your files through [**ilovepdf.com**](https://www.ilovepdf.com)**

ROSANNA M. OLGADO

Manager, Administrative Services Department

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Important Notices:

1. 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.
2. All information submitted by applicants shall be subject to verification and/or background check.
3. Please note that applications with incomplete supporting documents will not be processed and only shortlisted applicants will be notified.
4. TIEZA adheres to confidentiality and respect of Gender Equality, Disability and Social Inclusion (GEDSI) Principle which includes policy of no discrimination based on age, gender identity, civil status, disabilities, religion, indigenous group membership or other similar factors in the implementation of its Human Resource Merit, Selection and Promotion Plan. TIEZA highly encourages all interested and qualified applicants including persons with disability (PWD), and members of the indigenous communities, irrespective of sexual orientation and gender identities to apply.