

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: February 2, 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 Chief	TIEZA-COPD-058	JG-12/SG-22	80,796	Bachelor's Degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) / Second Level Eligibility	-Formulation of Organization's Integrated Development Plans and Programs (Level 4-Superior) -Monitoring and Evaluation (Level 3-Advanced) -Program/Project Planning and Management (Level 3-Advanced) -Research Proficiency (Level 3-Advanced) -Risk Assessment and Management (Level 4-Superior)	Corporate Planning Department-Strategic Planning Division
2	Resident Manager A	TIEZA-OPED-434	JG-12/SG-22	80,796	Bachelor's Degree	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) / Second Level Eligibility	-Enterprise Management -Entrepreneurial Thinking -Hospitality and Customer Focus -Marketing and Sales Proficiency -Monitoring and Evaluation -Program/Project Planning and Management (All Level 4-Superior)	Operations Department-Zamboanga Golf Course and Beach Park

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3	Resident Manager A	TIEZA-OPED-429	JG-12/SG-22	80,796	Bachelor's Degree	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) / Second Level Eligibility	-Enterprise Management -Entrepreneurial Thinking -Hospitality and Customer Focus -Marketing and Sales Proficiency -Monitoring and Evaluation -Program/Project Planning and Management (All Level 4- Superior)	Operations Department- Balicasag Island Dive Resort
4	Cashier C	TIEZA-OPED-438	JG-8/SG-12	28,024	Bachelor's Degree	None Required	None Required	Career Service (Professional) / Second Level Eligibility	-Attention to detail -Cash Management -Interpersonal Effectiveness -Records and Information and Management (All Level 2-Developed)	Operations Department- Zamboanga Golf Course and Beach Park
5	Corporate Budget Specialist B	TIEZA-FISD-138	JG-10/SG-16	38,037	Bachelor's Degree Relevant to the Job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) / Second Level Eligibility	-Accounting Proficiency -Budgeting (All Level 2-Developed)	Financial Services Department- Budget Division
6	Corporate Accounts Analyst	TIEZA-FISD-129	JG-9/SG-13	32,519	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	-Accounting Proficiency -Attention to Detail (All Level 2-Developed)	Financial Services Department- Accounting Division
7	Corporate Accounts Analyst	TIEZA-FISD-147	JG-9/SG-13	32,519	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	-Accounting Proficiency -Cash Management (All Level 2-Developed)	Financial Services Department- Treasury Division
8	Human Resource Management Officer II	TIEZA-ADSD-087	JG-10/SG-15	38,037	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) / Second Level Eligibility	-Talent Acquisition -Interpersonal Effectiveness (All Level 2- Developed)	Administrative Services Department- Human Resource Services Division

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9	Attorney III *Reposting	TIEZA-LEGD-042	JG-11/SG-21	47,777	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 (All Level 3- Advanced)	Legal Department- Litigation Division
10	Agenda/Minutes Officer B	TIEZA-OCOS-002	JG-8/SG-11	28,024	Bachelor's Degree	None Required	None Required	Career Service (Professional) /Second Level Eligibility	-Interpersonal Effectiveness -Managing Work -Providing Support and Services -Records and Information Management -Technical Writing (All Level 1- Basic)	Office of the Corporate Secretary
11	Travel Tax Officer A	TIEZA-TAXD-193	JG-10/SG-15	38,037	Bachelor's Degree Relevant to the Job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) / Second Level Eligibility	-Attention to Detail -Interpersonal Effectiveness -Monitoring and Evaluation -Travel Tax Implementing Rules and Regulations Implementation (All Level 2- Developed)	Travel Tax Department- Privilege Administration Division (Main/Central Office)
12	Travel Tax Officer A *Reposting	TIEZA-TAXD-347	JG-10/SG-15	38,037	Bachelor's Degree Relevant to the Job	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 (All Level 2- Developed)	Travel Tax Department- Privilege Administration Division (Zamboanga Travel Tax Unit)

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13	Travel Tax Officer C *Reposting	TIEZA-TAXD-310	JG-8/ SG-11	28,024	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	-Attention to Detail -Interpersonal Effectiveness -Records and Information Management -Travel Tax Implementing Rules and Regulations Implementation (All Level 2- Developed)	Travel Tax Department- Privilege Administration Division (San Fernando, La Union Travel Tax Unit)
14	Senior Enterprise Services Specialist	TIEZA-TAMD-487	JG- 11/SG- 18	47,777	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	-Enterprise Management -Establishing Linkages, Networks and Partners -Monitoring and Evaluation -Technical Writing -Tourism Area Development (All Level 3- Advanced)	TEZ Assistance and Monitoring Department- TEZ Compliance Monitoring Division

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15	Enterprise Services Specialist	TIEZA-TAMD-508	JG-10/ SG-15	38,037	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	-Accounting Proficiency -Enterprise Management -Establishing Linkages, Networks and Partners -Monitoring and Evaluation -Providing Support and Services -Technical Writing -Tourism Area Development (All Level 2- Developed)	TEZ Assistance and Monitoring Department- TEZ Designated Areas (Public TEZ)

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16	Enterprise Services Specialist	TIEZA-TAMD-503	JG-10/ SG-15	38,037	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	-Accounting Proficiency -Enterprise Management -Establishing Linkages, Networks and Partners -Monitoring and Evaluation -Providing Support and Services -Technical Writing -Tourism Area Development (All Level 2- Developed)	TEZ Assistance and Monitoring Department- TEZ Designated Areas (Public TEZ)

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 **February 12, 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;

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**

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

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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)

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.