

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 filed, at the TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY in the CSC website:


ROSANNA M. OLGADO
HRMO

Date: February 21, 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	Agenda/Minutes Officer B	TIEZA-OCOS-003	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
2	Business Development Chief A	TIEZA-BUDD-396	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	-Business Development and Management -Interpersonal Effectiveness -Research Proficiency -Technical Writing (All Level 4- Superior)	Business Development Department- Business Research and Development Division

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 **March 3, 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;

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)

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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

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.