

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: March 22, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Resident Manager A *Reposted	TIEZA-OPED-429	JG-12/SG-22	₱80,796.00	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 -Pogram/Project Planning and Management (Competency Level Requirement: 4- Superior)	Operations Department- Balicasag Island Dive Resort
2	Division Manager A *Anticipated Vacancy	TIEZA-ADSD-078	JG-12 / SG-24	₱80,796.00	Master's Degree or Certificate in Leadership and Management from the CSC	4 years in position involving management and supervision	40 hours of supervisory management and development intervention	Career Service (Professional) / Second Level Eligibility	-Benefits, Compensation and Welfare -Employee Relations -Interpersonal Effectiveness -Learning and Development -Monitoring and Evaluation -Performance Management Standards -Program/Project Planning and Management -Talent Acquisition (Competency Level Requirement: 4- Superior)	Administrative Services Department- Human Resource Services Division

3	Property Officer B	TIEZA-ADSD-104	JG-8/SG-12	₱28,024.00	Bachelor's Degree	None required	None Required	Career Service (Professional) / Second Level Eligibility	-Computer Proficiency -Property and Supplies Management -Research Proficiency -Technical Writing (Competency Level Requirement: 2- Developed)	Administrative Services Department-General Services Division
4	Travel Tax Officer C	TIEZA-TAXD-304	JG-8/SG-11	₱28,024.00	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 (Competency Level Requirement: 2- Developed)	Travel Tax Department-Privilege Administration Division (DMIA/OSPC Clark Travel Tax Unit)
5	Travel Tax Officer C	TIEZA-TAXD-307	JG-8/SG-11	₱28,024.00	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 (Competency Level Requirement: 2- Developed)	Travel Tax Department-Privilege Administration Division (DMIA/OSPC Clark Travel Tax Unit)

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **April 3, 2023**, with the subject: **Position Title_Item No._Full Name:**

Basic Requirements:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph or TIEZA website;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

Additional requirements for external applicants and internal job order applicants:

- * Certificate of Training Programs;and
- * 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://lovepdf.com)**

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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.