



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority
NOTICE OF HIRING
General Services Division
(Job Order)

PLACE OF ASSIGNMENT	TO UNDERTAKE THE FOLLOWING TASK
<p>Property & Supply Section: <i>Inventory Team Members (2)</i></p>	<p>Functions:</p> <ol style="list-style-type: none"> 1. Conducts actual physical count of properties and equipment. 2. Property labeling and tagging of properties. 3. Data entry in the Integrated Inventory Management System (IIMS). 4. Prepares Property Acknowledgment Receipts (PAR) and Inventory Custodian Slips (ICS). 5. Processes transfer of accountability. 6. Assists in the reconciliation of inventory reports with accounting records. 7. Assists in the preparation of the Inventory and Inspection Report of Unserviceable Property. 8. Assists in the disposal of unserviceable properties. 9. Assists in the clearance from accountability of the retiring and resigning employees. 10. Assists in the consolidation and generation of the Report of the Physical Count of Property, Plant and Equipment; and 11. Performs related task as may be assigned from time to time.
<p>Records Management Section: <i>Records Clerk (1)</i></p>	<p>Functions:</p> <ol style="list-style-type: none"> 1. Assists in the preparation of Inventory of Records. 2. Assists in the mailing and parcels. 3. Receives documents from other Offices. 4. Encodes, scans and data entry to ODMS. 5. Assists the Records Officers in the Records activities. 6. Assists in the QMS activity like issuance and retrieval. 7. Performs related task as may be assigned from time to time.
<p>Procurement Section: <i>Canvasser (1)</i></p>	<p>Functions:</p> <ol style="list-style-type: none"> 1. Canvasses approved Purchase Requests (PRs) for equipment and other supplies. 2. Prepares following documents: <ol style="list-style-type: none"> a) Request for Quotation (RFQ) b) Abstract of Quotation (AOQ) c) Petty Cash Voucher (PCV) 3. Coordinates with End-users as to the specifications required for the preparation of RFQ. 4. Prepares memo endorsement of PR to FISD for availability of funds and BAC for PhilGeps posting and/or delegation of procurement; and 5. Encodes AOQ, RFQ, PCV of other canvassers, reports, communication and other official documents of the Division. 6. Performs related task as may be assigned from time to time.
<p>Transportation Section: <i>GSD Carpool Driver (1)</i></p>	<p>Functions:</p> <ol style="list-style-type: none"> 1. Transports the TIEZA officers and employees to and from places of destinations. 2. Maintains cleanliness and road worthiness of assigned vehicle. 3. Accomplishes and submits weekly and monthly preventive maintenance. 4. Performs related tasks as maybe assigned from time to time.



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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 the following requirements to the below address:

- a. Application letter
- b. Duly accomplished Personal Data Sheet or comprehensive resume,
- c. Photocopy of academic Transcript of Records,
- d. Photocopy of certificate of eligibility,
- e. Photocopies of certificate of employment and seminars attended.


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