





## TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

### NOTICE OF HIRING (Job Order)

<p><b>One (1) Human Resource Assistant-Learning and Development</b></p> <p><b>Rate per day (Php. 858.43)</b></p>	<p><b><u>Functions</u></b></p> <ol style="list-style-type: none"><li>1. Implements program in adherence to the Undergraduate Practicum for College Students (HR Policies and Guidelines), including but not limited to coordination, monitoring, preparation of documentary requirements.</li><li>2. Assists in the coordination and conduct of training program whether online or onsite (pre and post program activities) and the Authority's socio-cultural activities.</li><li>3. Prepares calendar, implement activities for sports and other related programs, and draft terminal reports after each event.</li><li>4. Represents the Authority and implement program relative to the Authority's membership to the Government Corporations Athletic Association, Inc. (GCAA).</li></ol>
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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 their respective application letter with duly accomplished Personal Data Sheet or comprehensive resume, photocopy of academic Transcript of Records, a photocopy of certificate of eligibility (if any), photocopies of certificate of employment and seminars attended, on or before **30 April 2023**, addressed 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](mailto:recruitment@tieza.gov.ph)