

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: April 17, 2023

No.	Position Title (Parenthetical Title, if any)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Sr. Travel Tax Officer B	TIEZA-TAXD-164	JG-10/SG-17	₱38,037.00	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) / Second Level Eligibility	-Examination of Airline/Shipping Company Records Regarding Travel Tax -Travel Tax Implementing Rules and Regulations Implementation (Competency Level Requirement: 3- Advanced)	Travel Tax Department- Examination Division
2	Sr. Corporate Planning Specialist	TIEZA-COPD-059	JG-11/SG-19	₱47,777.00	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) / Second Level Eligibility	-Formulation of Organization's Integrated Development Plans and Programs -Research Proficiency -Risk Assessment and Management (Competency Level Requirement: 3- Advanced)	Corporate Planning Department- Strategic Planning Division
3	Human Resources Management Officer I	TIEZA-ADSD-090	JG-8/SG-11	₱28,024.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) / Second Level Eligibility	-Learning and Development -Training Program Administration -Interpersonal Effectiveness (Competency Level Requirement: 1- Basic)	Administrative Services Department- Human Resource Services Division

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 27, 2023**, with the subject:

Basic Requirements:

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
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.
5. Photocopy of Diploma

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://www.ilovepdf.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

6th Floor, Tower 1, Double Dragon Plaza,

recruitment@tieza.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.