

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:

[Signature]
ROSANNA M. OLGADO
HRMO

Date:

6-Jun-23

| 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 | Human Resource Management Officer IV | TIEZA-ADSD-081 | JG-11/SG-20 | ₱47,777.00 | Bachelor's Degree | 16 hours of relevant training | 3 years of relevant experience | Career Service (Professional) / Second Level Eligibility | -Benefits, Compensation, and Welfare Management -Performance Management Standards -Research Proficiency -Program/Project Planning and Management -Technical Writing -Coordination -Interpersonal Effectiveness -Attention to Detail (Competency Level Requirement: 3- Advanced) | Administrative Services Department- Human Resource Services Division |
| 2 | Records Officer C | TIEZA-ADSD-105 | JG-8/SG-12 | ₱28,024.00 | Bachelor's Degree | None required | None required | Career Service (Professional) / Second Level Eligibility | -Attention to Detail -Computer Proficiency -Monitoring and Evaluation -Records and Information Management (Competency Level Requirement: 2- Developed) | Administrative Services Department- General Services Division |

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|---|---|----------------|-------------|------------|---------------------------------------|-------------------------------|--------------------------------|--|--|---|
| 3 | Internal Auditor IV <i>(Anticipated Vacancy)</i> | TIEZA-IAUD-014 | JG-12/SG-22 | ₱80,796.00 | Bachelor's Degree relevant to the job | 16 hours of relevant training | 3 years of relevant experience | Career Service (Professional) / Second Level Eligibility | -Audit Management -Business Acumen -Risk, Control and Governance -Technical Writing (Competency Level Requirement: 4- Superior) | Internal Audit Department-Operations Audit Division |
| 4 | Attorney III <i>*Reposting</i> | TIEZA-LEGD-042 | JG-11/SG-21 | ₱47,777.00 | Bachelor of Laws | 4 hours of relevant training | 1 year of relevant experience | RA 1080 | -Establishing Linkages, Networks and Partners -Interpersonal Effectiveness -Legal Services Administration -Technical Writing (All Level 3- Advanced) | Legal Department-Litigation Division |
| 5 | Attorney II <i>*Reposting</i> | TIEZA-LEGD-045 | JG-11/SG-18 | ₱47,777.00 | Bachelor of Laws | None required | None required | RA 1080 | -Establishing Linkages, Networks and Partners -Interpersonal Effectiveness -Legal Services Administration -Technical Writing (All Level 3- Advanced) | Legal Department-Litigation Division |
| 6 | Attorney II <i>*Reposting</i> | TIEZA-LEGD-051 | JG-11/SG-18 | ₱47,777.00 | Bachelor of Laws | None required | None required | RA 1080 | -Establishing Linkages, Networks and Partners -Interpersonal Effectiveness -Legal Services Administration -Technical Writing (All Level 3- Advanced) | Legal Department-Legal Services Division |
| 7 | Attorney II <i>*Reposting</i> | TIEZA-LEGD-052 | JG-11/SG-18 | ₱47,777.00 | Bachelor of Laws | None required | None required | RA 1080 | -Establishing Linkages, Networks and Partners -Interpersonal Effectiveness -Legal Services Administration -Technical Writing (All Level 3- Advanced) | Legal Department-Legal 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 **June 16, 2023**, with the subject:

Position Title_Item No._Full Name:

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 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.
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://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. Applicants may be advised of the examination and interview schedule at least 1-3 days in advance.
3. All information submitted by applicants shall be subject to verification and/or background check.
4. Please note that applications with incomplete supporting documents will not be processed and only shortlisted applicants will be notified.
5. 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.