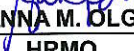


Republic of the Philippines  
**TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY**  
Request for Publication of Vacant Positions

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: July 6, 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	Sr. Travel Tax Officer A	TIEZA-TAXD-207	JG-11/SG-19	₱47,777.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	-Attention to detail -Cash Management -Establishing Linkages, Networks and Partners -Monitoring and Evaluation -Policy Development -Records and Information Management -Travel Tax Implementing Rules and Regulations Implementation  Competent Level Requirement: 3-Advanced	Travel Tax Department - Privilege Administration Division (NAIA)
2	Sr. Travel Tax Officer A	TIEZA-TAXD-210	JG-11/SG-19	₱47,777.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	-Attention to detail -Cash Management -Establishing Linkages, Networks and Partners -Monitoring and Evaluation -Policy Development -Records and Information Management -Travel Tax Implementing Rules and Regulations Implementation  Competent Level Requirement: 3-Advanced	Travel Tax Department - Privilege Administration Division (NAIA)

3	Sr. Travel Tax Officer A	TIEZA-TAXD-213	JG-11/SG-19	₱47,777.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	<ul style="list-style-type: none"> <li>-Attention to detail</li> <li>-Cash Management</li> <li>-Establishing Linkages, Networks and Partners</li> <li>-Monitoring and Evaluation</li> <li>-Policy Development</li> <li>-Records and Information Management</li> <li>-Travel Tax Implementing Rules and Regulations Implementation</li> </ul> <p>Competenct Level Requirement: 3-Advanced</p>	Travel Tax Department - Privilege Administration Division (NAIA)
4	Sr. Travel Tax Officer A	TIEZA-TAXD-214	JG-11/SG-19	₱47,777.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	<ul style="list-style-type: none"> <li>-Attention to detail</li> <li>-Cash Management</li> <li>-Establishing Linkages, Networks and Partners</li> <li>-Monitoring and Evaluation</li> <li>-Policy Development</li> <li>-Records and Information Management</li> <li>-Travel Tax Implementing Rules and Regulations Implementation</li> </ul> <p>Competenct Level Requirement: 3-Advanced</p>	Travel Tax Department - Privilege Administration Division (NAIA)

5	Sr. Travel Tax Officer B	TIEZA-TAXD-223	JG-10/SG-17	₱38,037.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	<ul style="list-style-type: none"> <li>-Attention to detail</li> <li>-Cash Management</li> <li>-Coordination</li> <li>-Monitoring and Evaluation</li> <li>-Policy Development</li> <li>-Records and Information Management</li> <li>-Travel Tax Implementing Rules and Regulations Implementation</li> </ul> <p>Competency Level Requirement: 3-Advanced</p>	Travel Tax Department - Privilege Administration Division (NAIA)
6	Cashier B	TIEZA-TAXD-245	JG-9/SG-14	₱32,519.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	<ul style="list-style-type: none"> <li>-Attention to detail</li> <li>-Cash Management</li> <li>-Interpersonal Effectiveness</li> <li>-Records and Information Management</li> </ul> <p>Competency Level Requirement: 2- Developed</p>	Travel Tax Department - Privilege Administration Division (NAIA)

7	Travel Tax Officer C	TIEZA-TAXD-254	JG-8/SG-11	₱28,024.00	Bachelor's Degree	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	-Attention to Details Records and Information Management -Travel Tax Implementation Rules and Regulation Implementation  Competency Level Requirement: 1 -Basic	- Travel Tax Department - Privilege Administration Division (NAIA)
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8	Travel Tax Officer C	TIEZA-TAXD-261	JG-8/SG-11	₱28,024.00	Bachelor's Degree	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	-Attention to Details Records and Information Management -Travel Tax Implementation Rules and Regulation Implementation  Competency Level Requirement: 1 -Basic	- Travel Tax Department - Privilege Administration Division (NAIA)
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9	Travel Tax Officer C	TIEZA-TAXD-267	JG-8/SG-11	₱28,024.00	Bachelor's Degree	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	-Attention to Details Records and Information Management -Travel Tax Implementation Rules and Regulation Implementation  Competency Level Requirement: 1 -Basic	- Travel Tax Department - Privilege Administration Division (NAIA)
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10	Travel Tax Officer C	TIEZA-TAXD-273	JG- 8/SG- 11	₱28,024.00	Bachelor's Degree	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	-Attention to Details Records and Information Management -Travel Tax Implementation Rules and Regulation Implementation  Competency Level Requirement: 1 -Basic	- Travel Tax Department - Privilege Administration Division (NAIA)
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11	Travel Tax Officer C	TIEZA-TAXD- 274	JG-8/SG-11	₱28,024.00	Bachelor's Degree	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	-Attention to Details Records and Information Management -Travel Tax Implementation Rules and Regulation Implementation  Competency Level Requirement: 1 -Basic	- Travel Tax Department - Privilege Administration Division (NAIA)
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12	Travel Tax Officer C	TIEZA-TAXD-279	JG-8/SG-11	₱28,024.00	Bachelor's Degree	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	-Attention to Details Records and Information Management -Travel Tax Implementation Rules and Regulation Implementation  Competency Level Requirement: 1 -Basic	- Travel Tax Department - Privilege Administration Division (NAIA)
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13	Travel Tax Officer C	TIEZA-TAXD-280	JG- 8/SG- 11	₱28,024.00	Bachelor's Degree	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	-Attention to Details Records and Information Management -Travel Tax Implementation Rules and Regulation Implementation  Competency Level Requirement: 1 -Basic	- Travel Tax Department - Privilege Administration Division (NAIA)
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14	Travel Tax Officer C	TIEZA-TAXD-283	JG-8/SG-11	₱28,024.00	Bachelor's Degree	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	-Attention to Details Records and Information Management -Travel Tax Implementation Rules and Regulation Implementation  Competency Level Requirement: 1 -Basic	- Travel Tax Department - Privilege Administration Division (NAIA)
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15	Travel Tax Officer C	TIEZA-TAXD-197	JG-8/SG-11	₱28,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	-Interpersonal Effectiveness -Records and Information Management -Travel Tax Implementation Rules and Regulation Implementation  Competency Level Requirement: 1 -Basic	Travel Tax Department - Privilege Administration Division (Main Office)
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16	Travel Tax Officer A  <i>*Reposted</i>	TIEZA-TAXD-320	JG-10/SG-15	₱38,037.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	-Coordination -Establishing Linkages, Networks and Partners -Interpersonal Effectiveness -Monitoring and Evaluation --Records and Information Management -Travel Tax Implementation Rules and Regulation Implementation  Competenct Level Requirement: 3-Advanced	Travel Tax Department- Privilege Administration Division (Cebu Travel Tax Unit)
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17	Cashier B *Reposted	TIEZ-TAXD-322	JG-9/SG-14	₱32,519.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	-Attention to Detail -Cash Management -Interpersonal Effectiveness -Records and Information Management  (Competency Level Requirement: 2- Developed)	Travel Tax Department- Privilege Administration Division (Cebu Travel Tax Unit)
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18	Travel Tax Officer C  *Reposted	TIEZA-TAXD-327	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 Implementation Rules and Regulation Implementation  Competency Level Requirement: 2-Developed	Travel Tax Department- Privilege Administration Division (Cebu Travel Tax Unit)
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19	Travel Tax Officer C  *Reposted	TIEZA-TAXD-346	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 Implementation Rules and Regulation Implementation  Competency Level Requirement: 2-Developed	Travel Tax Department- Privilege Administration Division (Davao Travel Tax Unit)
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20	Travel Tax Officer C	TIEZA-TAXD-348	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 Implementation Rules and Regulation Implementation  Competency Level Requirement: 2-Developed	Travel Tax Department- Privilege Administration Division (Zamboanga Travel Tax Unit)
21	Business Development Analyst A	TIEZA-BUDD-400	JG-9/SG-13	₱32,519.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	-Business Development and Management -Coordination -Enterprise Management -Financial Acumen -Interpersonal Effectiveness -Providing Support and Services  Competency Level Requirement: 2- Developed	Business Development Department- Business Research and Development Division

22	Marketing Analyst II	TIEZA-BUDD-407	JG-9/SG-13	32,519.00	Bachelor's Degree	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	-Budgeting -Business Development and Management -Marketing and Sales Proficiency -Technical Writing  Competency Level Requirement: 2- Developed	Business Development Department- Sales Division
23	Business Development Specialist	TIEZA-BUDD-397	JG-11/SG-18	47,777.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	-Business Development and Management -Enterprise Management -Interpersonal Effectiveness -Research Proficiency -Technical Writing  Competent Level Requirement: 3-Advanced	Business Development Department- Business Research and Development Division

24	Sr. Bookkeeper	TIEZA-TAMD-519	JG-7/SG-9	₱21,909.00	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) /First Level Eligibility	-Accounting Proficiency -Enterprise Management -Financial Acumen -Providing Support and Services -Records and Information Management -Tourism Area Development  Competenct Level Requirement: 1-Basic	TEZ Assistance and Monitoring Department- TEZ Designated Areas Public TEZ
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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 **July 17, 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://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**

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Manager

Administrative Services Department

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6th Floor, Tower 1, Double Dragon Plaza,  
Diosdado Macapagal Ave. cor. EDSA

Extension, Bay Area

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[recruitment@tieza.gov.ph](mailto:recruitment@tieza.gov.ph)

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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**