

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 25, 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	Chief Administrative Officer	TIEZA-ADSD-533	JG-12/SG-24	₱80,796.00	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional)/ Second Level Eligibility	-Coordination -Attention to Detail -Monitoring and Evaluation -Procurement Planning Management -Risk Assessment and Management -Technical Writing -Research Proficiency -Contract Management -Information Security, Risk Management, and Assurance Competency Level Requirement- 4 (Superior)	Administrative Services Department- Procurement Management Division

2	Supervising Administrative Officer	TIEZA-ADSD-534	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	-Monitoring and Evaluation -Coordination -Procurement Planning Management -Risk Assessment and Management -Research Proficiency -Technical Writing -Attention to Detail -Contract Management -Information Security, Risk Management, and Assurance Competency Level Requirement- 4 (Superior)	Administrative Services Department-Procurement Management Division
3	Administrative Officer V	TIEZA-ADSD-535	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	-Establishing Linkages, Networks and Partners -Coordination -Monitoring and Evaluation -Procurement Planning Management -Program/Project Planning and Management -Research Proficiency -Records and Information Management -Information Security, Risk Management, and Assurance -Attention to Detail Competency Level Requirement- 3 (Advanced)	Administrative Services Department-Procurement Management Division

4	Administrative Officer IV	TIEZA-ADSD-536	JG-10/SG-15	P38,037.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	<ul style="list-style-type: none"> -Establishing Linkages, Networks and Partners -Monitoring and Evaluation -Procurement Planning Management -Program/Project Planning and Management -Records and Information Management -Attention to Detail -Information Security, Risk Management, and Assurance <p>Competency Level Requirement- 2 (Developed)</p>	Administrative Services Department- Procurement Management Division
5	Administrative Officer IV	TIEZA-ADSD-537	JG-10/SG-15	P38,037.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	<ul style="list-style-type: none"> -Establishing Linkages, Networks and Partners -Monitoring and Evaluation -Procurement Planning Management -Program/Project Planning and Management -Records and Information Management -Attention to Detail -Information Security, Risk Management, and Assurance <p>Competency Level Requirement- 2 (Developed)</p>	Administrative Services Department- Procurement Management Division

6	Administrative Officer V	TIEZA-OCOS-531	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	-Coordination -Establishing Linkages, Networks and Partners -Interpersonal Effectiveness -Providing Support and Services -Records and Information Management -Technical Writing Competency Level Requirement- 3 (Advanced)	Office of the Corporate Secretary
7	Administrative Officer V	TIEZA-OCOS-532	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	-Coordination -Establishing Linkages, Networks and Partners -Interpersonal Effectiveness -Providing Support and Services -Records and Information Management -Technical Writing Competency Level Requirement- 3 (Advanced)	Office of the Corporate Secretary

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 **August 4, 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

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.