

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: 09/06/2023

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	Department Manager A	TIEZA-PEPD-357	JG-14/SG-26	₱132,247.00	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory / management learning and development intervention	5 years of supervisory / management experience	Career Service (Professional)/ Second Level Eligibility	-Architectural Planning and Design -Establishing Linkages, Networks and Partners -Infrastructure Project Management -Monitoring and Evaluation -Program/Project Planning and Management	Project Evaluation and Planning Department

2	Sr. Financial Planning Specialist	TIEZA-FISD-113	JG-11/SG-20	₱61,414.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	-Accounting Proficiency -Attention to Detail	Financial Services Department- Accounting Division
---	-----------------------------------	----------------	-------------	------------	---------------------------------------	-------------------------------	--------------------------------	---	---	--

3	Corporate Budget Specialist B	TIEZA-FISD-141	JG-10/SG-16	₱41,825.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	-Accounting Profeciency -Budgeting	Financial Services Department-Budget Division
---	-------------------------------	----------------	-------------	------------	---------------------------------------	------------------------------	-------------------------------	---	---------------------------------------	---

4	Sr. Corporate Accounts Analyst	TIEZA-FISD-122	JG-10/SG-15	P39,300.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	-Accounting Profeciency -Budgeting	Financial Services Department- Accounting Division
---	--------------------------------	----------------	-------------	------------	---------------------------------------	------------------------------	-------------------------------	---	---------------------------------------	--

5	Internal Auditor III	TIEZA-IAUD-015	JG-11/SG-18	₱52,323.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	-Audit Management -Business Acumen -Research Proficiency -Risk, Control and Governance -Technical Writing	Internal Audit Department- Operations Audit Division
---	----------------------	----------------	-------------	------------	---------------------------------------	------------------------------	--------------------------------	---	---	--

6	Internal Auditor I	TIEZA-IAUD-012	JG-8/SG-11	₱28,618.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	-Audit Management -Business Acumen -Research Proficiency -Risk, Control and Governance -Technical Writing	Internal Audit Department- Financial Audit Division
---	--------------------	----------------	------------	------------	---------------------------------------	---------------	---------------	---	---	--

7	Division Manager A	TIEZA-OPED-419	JG- 12/SG- 24	₱89,755.00	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory management and development intervention	4 years of supervisory management experience	Career Service (Professional)/ Second Level Eligibility	<ul style="list-style-type: none"> -Enterprise Management -Entrepreneurial Thinking -Hospitality and Customer Focus -Marketing and Sales Proficiency -Monitoring and Evaluation -Program/Project Planning and Management 	Operations Department- Banaue Hotel and Youth Hostel
---	-----------------------	----------------	---------------------	------------	--	---	---	--	--	---

8	Human Resource Management Officer III	TIEZA-ADSD-084	JG-11/SG-18	₱52,323.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	-Learning and Development -Training Program Administration -Technical Writing -Monitoring and Evaluation -Interpersonal Effectiveness -Program/Project Planning and Management	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 **September 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://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.