

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*  
**ROSANNA M. OLGADO**  
**HRMO**

Date: November 30, 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	Travel Tax Officer A <i>*Reposted</i>	TIEZA-TAXD-286	JG-10/SG-15	39,300.00	Bachelor's Degree relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	-Coordination -Establishing Linkages, Networks and Partners -Interpersonal Effectiveness -Monitoring and Evaluation -Records and Information Management -Travel Tax Implementing Rules and Regulations Implementation	Travel Tax Department-Privilege Administration Division (Baguio Travel Tax Unit)

2	Travel Tax Officer A <i>*Reposted</i>	TIEZA-TAXD-309	JG-10/SG-15	39,300.00	Bachelor's Degree relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	<ul style="list-style-type: none"> <li>-Coordination</li> <li>-Establishing Linkages, Networks and Partners</li> <li>-Interpersonal Effectiveness</li> <li>-Records and Information Management</li> <li>-Monitoring and Evaluation</li> <li>-Travel Tax Implementing Rules and Regulations Implementation</li> </ul>	Travel Tax Department- Privilege Administration Division (La Union Travel Tax Unit)
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3	Travel Tax Officer C <i>*Reposted</i>	TIEZA-TAXD-310	JG-8/SG-11	₱28,618.00	Bachelor's Degree relevant to the Job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	<ul style="list-style-type: none"> <li>-Attention to Detail</li> <li>-Interpersonal Effectiveness</li> <li>-Records and Information Management</li> <li>-Travel Tax Implementing Rules and Regulations Implementation</li> </ul>	Travel Tax Department- Privilege Administration Division (La Union Travel Tax Unit)
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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 **December 11, 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](mailto:recruitment@tieza.gov.ph)

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