



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

NOTICE OF HIRING
(PURSUANT TO PUBLICATION DATED NOVEMBER 16, 2023)

Vacant Position Management Information/Systems Analyst
Job Grade/Salary Grade JG-09/SG-14
Plantilla Item No. TIEZA-MISD-036

| QUALIFICATION STANDARDS (QS) | POSITION REQUIREMENTS (MINIMUM QS) | POSITION PREFERENCES |
|------------------------------|--|---|
| Education | Bachelor's Degree relevant to the job. | Bachelor of Science in Computer Science or Bachelor of Science in Information Technology major in Computer Science |
| Experience | 1 year of relevant experience | 3 years of relevant experience and skills on the following: <ul style="list-style-type: none"> • System Development Life Cycle (SDLC) • System Documentation • Systems Analysis and Design • User experience and interface • Programming Languages such as C#, VB.NET, Java, and PHP • Database software such as MySQL, and MS SQL Server • Design software like Photoshop and Illustrator • Flowcharting software like Microsoft Visio |
| Training | 4 hours of relevant training | 24 hours of relevant training in Database Structure & Programming/System Analysis and Design/Project Management |
| Eligibility | Career Service (Professional) / Second Level Eligibility | CSC Professional Examination / EDP Specialist Examination (DICT) |

Interested candidates may refer to the Publication on the TIEZA Website dated November 16, 2023 for a complete list of requirements and instructions on submitting an application.

Furthermore, qualified applicants who pass the pre-employment exam will be subjected to an actual programming exam.


ROSANNA M. OLGADO
 Manager
 Administrative Services Department



6th & 7th Floors, Tower 1, Double Dragon Plaza, Double Dragon Meridian Park
 Macapagal Avenue corner EDSA Extension Bay Area, Pasay City 1302, Philippines
 (+632) 8249-5900 to 79 www.tieza.gov.ph



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: 16-Nov-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 | Management Information/ Systems Analyst | TIEZA-MISD-036 | JG-09/SG-14 | ₱34,625.00 | Bachelor's Degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional) / Second Level Eligibility | -Computer Proficiency -Information Technology Support and Services -Systems Administration and Data Management -Technical Writing | Management Information Systems Department |

| | | | | | | | | | | |
|---|---------------------------|----------------|-------------|------------|---|---|--|--|---|--|
| 2 | Enterprise Services Chief | TIEZA-TERD-454 | JG-12/SG-22 | ₱83,782.00 | Bachelor's Degree in tourism administration, business administration, public administration, finance management, urban development planning, law, economics, or any other related business course program preferably supplemented by master's degree in urban and regional planning; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation, or health awareness | 24 hours of training in relevant field of study | 4 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields | Career Service (Professional) / Second Level Eligibility | -Achieving High Standards -Coordination -Establishing Linkages, Networks, and Partners -Managing Work -Technical Writing -Tourism Area Development | TEZ Regulation Department - Evaluation and Registration 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 **November 27, 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.