

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:

PAULINO R. SAN JUAN III
HRMO

Date: December 19, 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	Clerk Processor A *Reposting	TRO-OCR-005	JG-6/ SG-8	20253	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) / First Level Eligibility		TIEZA Regulatory Office / Office of the Chief Regulator
2	Administrative Services Assistant A *Anticipated Vacancy	TRO-OCR-004	JG-8/ SG-12	28024	Completion of two (2) years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility		TIEZA Regulatory Office / Office of the Chief Regulator

3	Assistant Chief Regulator *Reposting	TRO-FRD-009	JG-12/ SG-24	80796	Master's Degree relevant to the job and/or Certificate in Leadership and Management from the CSC with Bachelor's Degree preferably in Engineering, Law, Business Administration, Accounting and Finance	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	4 years of supervisory / management experience	Career Service (Professional) / Second Level Eligibility		TIEZA Regulatory Office / Financial Regulation Division
4	Senior Water Utilities Regulation Officer *Reposting	TRO-FRD-011	JG-11/ SG-18	47777	Bachelor's Degree in Accountancy	8 hours of relevant training in principle and institutions of water regulation, new developments and emerging issues in water utility regulation	2 years in water supply and sewerage services including monitoring and evaluation of water supply quality and sewerage effluent/ water supply production, distribution and interruptions	Career Service (Professional) / Second Level Eligibility		TIEZA Regulatory Office / Financial Regulation 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 January 5, 2024.

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 www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of authenticated certificate of eligibility/rating/license;
4. Photocopy of Diploma and Transcript of Records.;
5. Photocopy of Certificate of Trainings;
6. Certificate of Employment and Service Record (if applicable)

**Original documents must be available upon request*

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

PAULINO R. SAN JUAN III

Technical Assistant A

TIEZA Regulatory Office, UP-AIT,
Commonwealth Avenue, Diliman,
Quezon City

regulatoryoffice@tieza.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.