


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: 7-Mar-24

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	Attorney II *Reposting	TIEZA-LEGD-045	JG-11/SG-18	₱52,323.00	Bachelor of Laws	None Required	None Required	RA 1080	-Establishing Linkages, Networks, and Partners -Interpersonal Effectiveness -Legal Services Administration -Technical Writing	Legal Department Litigation Division
2	Attorney II *Reposting	TIEZA-LEGD-051	JG-11/SG-18	₱52,323.00	Bachelor of Laws	None Required	None Required	RA 1080	-Establishing Linkages, Networks, and Partners -Interpersonal Effectiveness -Legal Services Administration -Technical Writing	Legal Department Legal Services Division

3	Attorney II *Reposting	TIEZA-LEGD-052	JG-11/SG-18	₱52,323.00	Bachelor of Laws	None Required	None Required	RA 1080	-Establishing Linkages, Networks and Partners -Interpersonal Effectiveness -Legal Services Administration -Technical Writing	Legal Department Legal Services Division
4	Attorney III	TIEZA-LEGD-049	JG-11/SG-21	₱65,959.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	-Establishing Linkages, Networks, and Partners -Interpersonal Effectiveness -Legal Services Administration -Technical Writing	Legal Department Legal Services Division

5	Division Manager A	TIEZA-TERD- 460	JG- 12/SG- 24	₱89,755.00	<p>Master's Degree or Certificate in Leadership and Management from the CSC</p> <p>***Preference: Bachelor Science in Civil Engineering or Architecture</p>	<p>40 hours of supervisory management and development intervention</p> <p>***Preference: Seminars/Trainings on the National Building Code</p>	<p>4 years of supervisory management experience</p> <p>***Prereference 10 years of relevant experience</p>	<p>Career Service (Professional) / Second Level Eligibility</p> <p>***Preference: Licensed</p>	<p>-Coordination -Infrastructure Project Management -Interpersonal Effectiveness -Monitoring and Evaluation -Program/Project Planning and Management</p>	<p>TEZ Regulation Department - Permits and Licenses Division</p>
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6	Enterprise Services Supervisor	TIEZA-TERD-462	JG-11/SG-20	P61,414.00	<p>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</p> <p>***Preference: Bachelor of Science in Civil Engineering, Architecture, Mechanical Engineering or Electrical Engineering</p>	<p>16 hours of training in relevant field of study</p> <p>***Preference: Seminars/Trainings on the National Building Code</p>	<p>3 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields</p> <p>***Preference: 5 years of relevant experience</p>	<p>Career Service (Professional) / Second Level Eligibility</p> <p>***Preference: Licensed</p>	<p>-Achieving High Standards -Attention to Detail -Infrastructure Project Management -Interpersonal Effectiveness -Monitoring and Evaluation -Technical Writing</p>	<p>TEZ Regulation Department - Permits and Licenses Division</p>
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7	Enterprise Services Supervisor	TIEZA-TERD-463	JG-11/SG-20	₱61,414.00	<p>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</p> <p>***Preference: Bachelor of Science in Civil Engineering, Geodetic Engineering, Sanitary Engineering, Electrical Engineering, or Master Plumber</p>	<p>16 hours of training in relevant field of study</p> <p>***Preference: Seminars/Trainings on the National Building Code</p>	<p>3 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields</p> <p>***Preference: 5 years of relevant experience</p>	<p>Career Service (Professional) / Second Level Eligibility</p> <p>***Preference: Licensed</p>	<p>-Achieving High Standards -Attention to Detail -Infrastructure Project Management -Interpersonal Effectiveness -Monitoring and Evaluation -Technical Writing</p>	<p>TEZ Regulation Department - Permits and Licenses Division</p>
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8	Sr. Enterprise Services Specialist	TIEZA-TERD-464	JG-11/SG-18	₱52,323.00	<p>Bachelor's degree in tourism administration, business administration, public administration, finance management, urban development planning, law, economics, or any other related business course 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 and wellness</p> <p>***Preference: Bachelor of Science in Civil Engineering, Geodetic Engineering, Sanitary Engineering, Electrical Engineering, or Master Plumber</p>	<p>8 hours of training in relevant field of study</p> <p>***Preference: Seminars/Trainings on the National Building Code</p>	<p>2 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields</p> <p>***Preference: 3 years of relevant experience</p>	<p>Career Service (Professional) / Second Level Eligibility</p> <p>***Preference: Licensed</p>	<p>-Achieving High Standards -Attention to Detail -Enterprise Management -Interpersonal Effectiveness -Monitoring and Evaluation -Technical Writing -Tourism Area Development</p>	TEZ Regulation Department - Permits and Licenses Division
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9	Sr. Enterprise Services Specialist	TIEZA-TAMD-487	JG-11/SG-18	₱52,323.00	<p>Bachelor's degree in tourism administration, business administration, public administration, finance management, urban development planning, law, economics, or any other related business course 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 and wellness</p> <p>***Preference: Field of Finance; Business Management/ Economics or other related courses</p>	8 hours of training in relevant field of study	<p>2 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields</p> <p>***Preference: Financial Analysis, Business Management, or Compliance Monitoring</p>	<p>Career Service (Professional) / Second Level Eligibility</p> <p>***Preference: 2nd Level Eligibility; Certified Public Accountant</p>	<p>-Enterprise Management</p> <p>-Establishing Linkages, Networks and Partners</p> <p>-Monitoring and Evaluation</p> <p>-Technical Writing</p> <p>-Tourism Area Development</p>	<p>TEZ Assistance and Monitoring Department - TEZ Compliance Monitoring Division</p>
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10	Enterprise Services Specialist	TIEZA-TAMD-506	JG-10/SG-15	P39,300.00	<p>Bachelor's degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course</p> <p>***Preference Field of Finance; Business Management/ Economics or other related courses</p>	8 hours of training in relevant field of study	<p>1 year of progressively responsible in experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields</p> <p>***Preference Financial Analysis, Business Management, or Compliance Monitoring</p>	<p>Career Service (Professional) / Second Level Eligibility</p> <p>***Preference: 2nd Level Eligibility; Certified Public Accountant</p>	<p>-Accounting Proficiency -Enterprise Management -Establishing Linkages, Networks, and Partners -Monitoring and Evaluation -Providing Support and Services -Technical Writing -Tourism Area Development</p>	<p>TEZ Assistance and Monitoring Department - TEZ Designated Areas (Public TEZ)</p>
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11	Sr. Enterprise Services Specialist	TIEZA-TAMD-525	JG-11/SG-18	₱52,323.00	<p>Bachelor's degree in tourism administration, business administration, public administration, finance management, urban development planning, law, economics, or any other related business course 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 and wellness</p> <p>***Preference Field of Engineering (preferably Civil), Environmental Planning; or other related courses</p>	8 hours of training in relevant field of study	2 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	<ul style="list-style-type: none"> -Attention to Detail -Enterprise Management -Establishing Linkages, Networks, and Partners -Marketing and Sales Proficiency -Monitoring and Evaluation -Technical Writing -Tourism Area Development -Tourism Promotion and Media Relations 	TEZ Assistance and Monitoring Department - TEZ Designated Areas (Private TEZ)
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12	Financial Planning Specialist B	TIEZA-FISD-117	JG-11/SG-18	₱52,323.00	<p>Bachelor's Degree relevant to the job.</p> <p>***Preference: College Graduate, Accounting Course</p>	8 hours of relevant training	<p>2 years of relevant experience</p> <p>***Preference: Preparation of FS and schedules; Agency remittances (BIR Compensation/BIR 2316) and Quarterly VAT remittances. Access to Engas</p>	<p>Career Service (Professional) / Second Level Eligibility</p>	<p>-Accounting Proficiency -Attention to Detail</p>	<p>Financial Services Department - Accounting Division</p>
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13	Department Manager A	TIEZA-OPED- 409	JG- 14/SG- 26	₱132,247.0	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	-Enterprise Management -Entrepreneurial Thinking -Monitoring and Evaluation -Policy Development -Program/Project Planning and Management	Operations Department
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14	Internal Auditor II	TIEZA-IAUD-016	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	-Audit Management -Business Acumen -Research Proficiency -Risk, Control, and Governance -Technical Writing	Internal Audit Department - Operations Audit Division
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15	Human Resource Management Officer IV	TIEZA-ADSD-080	JG-11/SG-20	₱61,414.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) / Second Level Eligibility	-Coordination -Interpersonal Effectiveness -Program/Project Planning and Management -Research Proficiency -Talent Acquisition -Technical Writing	Administrative Services Department - Human Resource Services Division
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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 **March 18, 2024**, 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. 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.