


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: 25-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	Sr. Bookkeeper	TIEZA-TAMD-519	JG-7/SG-9	₱22,380	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) /First Level Eligibility	-Accounting Proficiency -Enterprise Management -Financial Acumen -Providing Support and Services -Records and Information Management -Tourism Area Development	TEZ Assistance and Monitoring Department - TEZ Designated Areas (Public TEZ-Mt. Samat)
2	Information Officer A	TIEZA-TAMD-514	JG-10/SG-15	₱39,300	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	-Enterprise Management -Establishing Linkages, Networks, and Partners -Monitoring and Evaluation -Records and Information Management -Research Proficiency -Technical Writing -Tourism Promotion and Media Relations	TEZ Assistance and Monitoring Department - TEZ Designated Areas (Public TEZ-Mt. Samat)

3	Enterprise Services Specialist	TIEZA-TAMD-502	JG-10/SG-15	₱39,300	Bachelor's degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course	8 hours of training in relevant field of study	1 year of progressively responsible in experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	Career Service (Professional) / Second Level Eligibility	-Accounting Proficiency -Enterprise Management -Establishing Linkages, Networks, and Partners -Monitoring and Evaluation -Providing Support and Services -Technical Writing -Tourism Area Development	TEZ Assistance and Monitoring Department - TEZ Designated Areas (Public TEZ-Mt. Samat)
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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 **April 4, 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
4. Photocopy of Transcript of Records.

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.