

Republic of the Philippines  
**TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY**  
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION  
NATIONAL CAPITAL REGION  
Electronic copy to be submitted to the CSC FO must be in MS Excel format  
**APR 18 2024**  
By: ROSANNA M. OLGADO

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  
18 APR 2024

Date: \_\_\_\_\_

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	Supervising Tax Specialist	TIEZA-TAXD-153	JG-12/SG-22	₱83,782.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/Second Level Eligibility	-Examination of Airline/Shipping Company Records Regarding Travel Tax -Monitoring and Evaluation -Technical Writing -Travel Tax Implementing Rules and Regulations Implementation	Travel Tax Department - Examination 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 29 APR 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
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

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

**ROSANNA M. OLGADO**

Manager

6th Floor, Tower 1, Double Dragon Plaza, Diosdado

[recruitment@tieza.gov.ph](mailto:recruitment@tieza.gov.ph)

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