

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

APR 23 2024

By: *[Signature]*

ROSANNA M. OLGADO
HRMO

Date: 23 APR 2024

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:

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. Corporate Accounts Analyst	TIEZA-TAMD-528	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 -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)
2	Information Officer A	TIEZA-TAMD-515	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)

3	Division Manager A ***Reposting ***Applicants from the previous posting are required to re-signify their intent to apply	TIEZA-TAMD-491	JG-12 / SG-24	₱89,755	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management and development intervention	4 years of supervisory / management experience	Career Service (Professional) / Second Level Eligibility	-Enterprise Management -Establishing Linkages, Networks, and Partners -Infrastructure Project Management -Monitoring and Evaluation -Program/Project Planning and Management -Tourism Area Development -Tourism Promotion and Media Relations	TEZ Assistance and Monitoring Department - TEZ Designated Areas (Public TEZ)
4	Sr. Travel Tax Officer A	TIEZA-TAXD-159	JG-11 / SG-19	₱56,868	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	-Coordination -Examination of Airlines/Shipping Company Records Regarding Travel Tax -Travel Tax Implementing Rules and Regulations Implementation	Travel Tax Department - Examination Division
5	Division Manager A	TIEZA-COPD-064	JG-12 / SG-24	₱89,755	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management and development intervention	4 years of supervisory / management experience	Career Service (Professional) / Second Level Eligibility	-Formulation of Organization's Integrated Development Plans and Programs -Monitoring and Evaluation -Program/Project Planning and Management -Risk Assessment and Management	Corporate Planning Department - Monitoring and Evaluation Division
6	Business Development Officer A	TIEZA-BUDD-399	JG-10 / SG-16	₱41,825	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	-Business Development and Management -Coordination -Enterprise Management -Interpersonal Effectiveness -Providing Support and Services -Technical Writing	Business Development Department - Business Research and Development Division

7	Management Information Systems Development (Design) Specialist A *** Refer to TIEZA Website for the complete details of the position	TIEZA-MISD-032	JG-11 / SG-19	₱56,868	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	-Computer Proficiency -Information Technology Support and Services -System Administration and Data Management -Technical Writing	Management Information Systems Department
8	Administrative Officer IV ***Reposting ***Applicants from the previous posting are required to re-signify their intent to apply	TIEZA-ADSD-536	JG-10 / SG-15	₱39,300	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	-Establishing Linkages, Networks and Partners -Monitoring and Evaluation -Procurement Planning Management -Program/Project Planning and Management -Attention to Detail -Information Security, Risk Management, and Assurance	Administrative Services Department - Procurement Management Division
9	Administrative Officer IV ***Reposting ***Applicants from the previous posting are required to re-signify their intent to apply	TIEZA-ADSD-537	JG-10 / SG-15	₱39,300	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	-Establishing Linkages, Networks and Partners -Monitoring and Evaluation -Procurement Planning Management -Program/Project Planning and Management -Attention to Detail -Information Security, Risk Management, and Assurance	Administrative Services Department - Procurement Management 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 5 MAY 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/TI
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

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.