

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*  
**ROSANNA M. OLGADO**  
HRMO

Date:

29 APR 2024

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	Department Manager A  ***Anticipated Vacancy	TIEZA-TAXD-149	JG-14 / SG-26	₱132,247	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	-Establishing Linkage, Networks, and Partners -Examination of Airline/Shipping Company Records Regarding Travel Tax -Monitoring and Evaluation -Policy Development -Program/Project Planning and Management -Records and Information Management -Travel Tax Implementing Rules and Regulations Implementation	Travel Tax Department

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 09 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/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

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

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