

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*

30 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	Attorney III ***Reposting	TIEZA-LEGD-050	JG-11/SG-21	₱65,959	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
2	Project Planning and Development Chief	TIEZA-COPD-065	JG-12/SG-22	₱83,782	Bachelor's Degree relevant to the job	24 hours of relevant training	4 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	-Achieving High Standards -Establishing Linkages, Networks and Partners -Monitoring and Evaluation -Program/Project Planning and Management -Technical Writing	Corporate Planning Department - Monitoring and Evaluation Division

3	Information Officer A	TIEZA-OCOO-025	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	-Coordination -Managing Work -Technical Writing -Tourism Promotion and Media Relation	Office of the Chief Operating Officer - Corporate Communication
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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 10 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.