

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. DLGADO

HRMO

Date:

30 MAY 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	Property Officer B ***Reposting	TIEZA-ADSD-104	JG-8 / SG-12	₱29,805.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) / Second Level Eligibility	-Computer Proficiency -Property and Supplies Management -Research Proficiency -Technical Writing	Administrative Services Department - General Services Division
2	Corporate Budget Specialist B ***Reposting	TIEZA-FISD-141	JG-10 / SG-16	₱41,825.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	-Budgeting	Financial Services Department - Budget Division
3	Travel Tax Officer C	TIEZA-TAXD-253	JG-8 / SG-11	₱28,618.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) / Second Level Eligibility	-Attention to Detail -Records and Information Management -Travel Tax Implementing Rules and Regulations Implementation	Travel Tax Department - Privilege Administration Division (PAD-NAIA)

4	Sr. Travel Tax Officer A	TIEZA-TAXD-204	JG-11 / SG-19	₱56,868.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	-Attention to Detail -Cash Management -Establishing Linkages, Networks, and Partners -Monitoring and Evaluation -Policy Development -Records and Information Management -Travel Tax Implementing Rules and Regulations Implementation	Travel Tax Department - Privilege Administration Division (PAD-NAIA)
5	Enterprise Services Specialist	TIEZA-TAMD-511	JG-10 / SG-15	₱39,300.00	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)

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 **June 10, 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

Additional requirements for external applicants and internal job order applicants:

- * Certificate of Training Programs;and
- * Certificate of Employment and Service Record (if applicable)

***Original copy must be AVAILABLE upon request**

****Image files must be converted into PDF format. You may convert and merge your files through [**ilovepdf.com](https://www.ilovepdf.com)****

Important Notices:

1. In case of non-acknowledgement in the receipt of documents submitted within three (3) days, applicants are advised to follow-up again through e-mail.
2. Applicants may be advised of the examination and interview schedule at least 1-3 days in advance.
3. All information submitted by applicants shall be subject to verification and/or background check.
4. Please note that applications with incomplete supporting documents will not be processed and only shortlisted applicants will be notified.
5. TIEZA adheres to confidentiality and respect of Gender Equality, Disability and Social Inclusion (GEDSI) Principle which includes policy of no discrimination based on age, gender identity, civil status, disabilities, religion, indigenous group membership or other similar factors in the implementation of its Human Resource Merit, Selection and Promotion Plan. TIEZA highly encourages all interested and qualified applicants including persons with disability (PWD), and members of the indigenous communities, irrespective of sexual orientation and gender identities to apply.

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.