



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**NOTICE OF HIRING  
(Job Order)**

**DRIVER MECHANIC (1)**

**Qualifications**

Education : High School Graduate or Graduate of a relevant Vocational or two (2)-year course  
Experience : 1 year of relevant experience  
Eligibility : Driver's License and Driving NC II

**Functions**


1. Conducts Pre and Post repair Evaluation of TIEZA vehicle;
2. Prepares and issues Gasoline Slip;
3. Processes payment for gasoline consumption;
4. Issues trip ticket;
5. Conducts minor troubleshooting; and
6. Assists in other GSD-related functions as needed.

**Place of Assignment** : Transportation Section – General Services Division –  
Administrative Services Department (Main Office)

Interested applicants may submit the following on or before **24 July 2024**:

- Application letter
- Duly accomplished Personal Data Sheet or Comprehensive Resume
- Photocopy of academic Transcript of Record
- Photocopy of Certificate of Eligibility (i.e. NC II)
- Photocopies of Certificate of Employment and seminars attended

Application letters should be addressed 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)

