

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:

[Signature]
ROSANNA M. OLGADO
HRMO

Date: 11 JUL 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	Travel Tax Officer C ***Reposting ***Applicants from the previous posting are required to re-signify their intent to apply	TIEZA -TAXD-197	JG-8 / SG-11	₱28,618	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	-Interpersonal Effectiveness -Records and Information Management -Travel Tax Implementing Rules and Regulations Implementation	Travel Tax Department - Privilege Administration Division (Main Office)

2	<p>Enterprise Services Supervisor</p> <p>***Reposting</p> <p>***Applicants from the previous posting are required to re-signify their intent to apply</p>	TIEZA-TERD-473	JG-11 / SG-20	P61,414	<p>Bachelor's Degree in tourism administration, business administration, public administration, finance management, urban development planning, law, economics, or any other related business course program preferably supplemented by master's degree in urban and regional planning; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation, or health awareness</p> <p>***Preference: Tourism/Financial/Public Administration/ Communication/or any related course</p>	<p>16 hours of training in relevant field of study</p> <p>***Preference: Seminars/Trainings on FIRB Training; Environmental Planning</p>	<p>3 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields</p> <p>***Preference: 5 years of relevant experience</p>	<p>Career Service (Professional) / Second Level Eligibility</p>	<p>-Establishing Linkages, Networks, and Partners -Monitoring and Evaluation -Records and Information Management -Technical Writing -Tourism Area Development</p>	<p>TEZ Regulation Department - Incentives Administration Division</p>
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3	Enterprise Services Supervisor ***Reposting ***Applicants from the previous posting are required to re-signify their intent to apply	TIEZA-TERD-474	JG-11 / SG-20	₱61,414	Bachelor's Degree in tourism administration, business administration, public administration, finance management, urban development planning, law, economics, or any other related business course program preferably supplemented by master's degree in urban and regional planning; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation, or health awareness ***Preference: Tourism/Financial/Public Administration/ Communication/or any related course	16 hours of training in relevant field of study ***Preference: Seminars/Trainings on FIRB Training; Environmental Planning	3 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields ***Preference: 5 years of relevant experience	Career Service (Professional) / Second Level Eligibility	-Establishing Linkages, Networks, and Partners -Monitoring and Evaluation -Records and Information Management -Technical Writing -Tourism Area Development	TEZ Regulation Department - Incentive Administration Division
4	Enterprise Services Specialist	TIEZA-TAMD-512	JG-10 / SG-15	₱39,300	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) ***Main Office
5	Travel Tax Officer A ***Reposting ***Applicants from the previous posting are required to re-signify their intent to apply	TIEZA-TAXD-286	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	-Coordination -Establishing Linkages, Networks, and Partners -Interpersonal Effectiveness -Record and Information Management -Travel Tax Implementing Rules and Regulations Implementation	Travel Tax Department - Privilege Administration Division (Baguio City - Travel Tax Unit)

6	Travel Tax Officer A ***Reposting ***Applicants from the previous posting are required to re-signify their intent to apply	TIEZA-TAXD-309	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	-Coordination -Establishing Linkages, Networks, and Partners -Interpersonal Effectiveness -Records and Information Management -Travel Tax Implementing Rules and Regulations Implementation	Travel Tax Department - Privilege Administration Division (San Fernando - La Union Travel Tax Unit)
7	Human Resource Management Officer III	TIEZA-ADSD-085	JG-11 / SG-18	₱52,323	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	-Interpersonal Effectiveness -Learning and Development -Monitoring and Evaluation -Program/Project Planning and Management -Technical Writing -Training Program Administration	Administrative Services Department - Human Resource Services Division
8	Project Planning and Development Chief	TIEZA-PEPD-361	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 Standard -Architectural Planning and Design -Infrastructure Project Management -Monitoring and Evaluation -Program/Project Planning and Management	Project Evaluation and Planning Department - Project Planning and Design Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and/or application form (downloadable in the TIEZA website) and send to the address below not later than 27 JUL 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.