

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

Date:

10 1 AUG 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	Sr. Project Planning and Development Officer	TIEZA-COPD-067	JG-11 / SG-18	₱52,323	Bachelor's Degree relevant to the Job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility	- Monitoring and Evaluation -Program/Project Planning and Management -Technical Writing -Achieving High Standards	Corporate Planning Department - Monitoring and Evaluation Division
2	Human Resource Management Officer I	TIEZA-ADSD-090	JG-8 / SG-11	₱28,618	Bachelor's Degree	None Required	None Required	Career Service (Professional)/Second Level Eligibility	-Learning and Development -Training Program Administration -Interpersonal Effectiveness	Administrative Services Department - Human Resource Services 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 12 AUG 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.