



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

**NOTICE OF HIRING
(Contract of Service)**

One (1) Compliance Monitoring Officer

Qualifications

Education	:	Bachelor's Degree in Accountancy
Experience	:	1 year of relevant experience
Training	:	8 hours of relevant training
Eligibility	:	RA 1080 (Certified Public Accountant)
Monthly Salary	:	₱ 45,000.00 net of tax

Functions

1. Conducts compliance monitoring of performance commitments of the Registered Business Enterprises.
2. Prepares Assessment, Pre-Evaluation and Evaluation Reports.
3. Performs financial and economic analysis.
4. Conducts Monitoring Conference.
5. Conducts Site Inspections.
6. Coordinates with the RBE's Authorized Representatives and Compliance Officers.
7. Conducts monitoring briefings/orientation.
8. Navigates MS Office particularly advanced Excel and Powerpoint/presentation applications.
9. Performs other duties as may be assigned by the immediate supervisor from time to time.

Interested applicants may submit their respective application letter with duly accomplished Personal Data Sheet or comprehensive resume, photocopy of academic Transcript of Records, a photocopy of PRC ID, photocopies of certificate of employment and seminars attended, on or before September 16, 2024 addressed to:

ROSANNA M. OLGADO

Manager, Administrative Services Department
6th Floor, Tower 1, Double Dragon Plaza,
Diosdado Macapagal Ave. cor. EDSA Extension, Bay Area
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