

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: 8/22/2024

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	Enterprise Services Supervisor ***Please refer to the Notice of Hiring on the TIEZA website for specific details	TIEZA-TERD-455	JG-11 / SG-20	P61,414	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	16 hours of training in relevant field of study	3 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	Career Service (Professional) / Second Level Eligibility	-Achieving High Standards -Coordination -Managing Work -Monitoring and Evaluation -Technical Writing -Tourism Area Development	TEZ Regulation Department - Evaluation and Registration Division

2	<p>Enterprise Services Specialist</p> <p>***Please refer to the Notice of Hiring on the TIEZA website for specific details</p>	TIEZA-TERD-467	JG-10 / SG-15	P39,300	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	<ul style="list-style-type: none"> -Achieving High Standards -Analytical Thinking -Architectural Planning and Design -Attention to Detail -Infrastructure Project Management -Interpersonal Effectiveness -Monitoring and Evaluation -Technical Writing 	TEZ Regulation Department - Permits and Licenses Division
3	<p>Enterprise Services Specialist</p> <p>***Please refer to the Notice of Hiring on the TIEZA website for specific details</p>	TIEZA-TERD-469	JG-10 / SG-15	P39,300	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	<ul style="list-style-type: none"> -Achieving High Standards -Analytical Thinking -Architectural Planning and Design -Attention to Detail -Infrastructure Project Management -Interpersonal Effectiveness -Monitoring and Evaluation -Technical Writing 	TEZ Regulation Department - Permits and Licenses Division

4	Sr. Enterprise Services Specialist ***Please refer to the Notice of Hiring on the TIEZA website for specific details	TIEZA-TAMD-526	JG-11 / SG-18	P52,323	Bachelor's degree in tourism administration, business administration, public administration, finance management, urban development planning, law, economics, or any other related business course 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 and wellness	8 hours of training in relevant field of study	2 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	Career Service (Professional) / Second Level Eligibility	-Attention to Detail -Enterprise Management -Establishing Linkages, Networks, and Partners -Marketing and Sales Proficiency -Monitoring and Evaluation -Technical Writing -Tourism Area Development -Tourism Promotion and Media Relation	TEZ Assistance and Monitoring Department - TEZ Designated Areas (Private TEZ)
5	Travel Tax Officer C ***Reposting ***Applicants from the previous posting are required to re-signify their intent to apply	TIEZA-TAXD-274	JG-8 / SG-11	P28,618	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 (NAIA)
6	Corporate Accounts Analyst	TIEZA-FISD-128	JG-9/ SG-13	P33,321	Bachelor's Degree	None Required	None Required	Career Service (Professional) / Second Level Eligibility	-Accounting Proficiency -Attention to Detail	Financial Services Department-Accounting Division
7	Travel Tax Officer C ***Reposting ***Applicants from the previous posting are required to re-signify their intent to apply	TIEZA-TAXD-279	JG-8 / SG-11	P28,618	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 (NAIA)

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 **September 2, 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.



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

NOTICE OF HIRING
(PURSUANT TO PUBLICATION DATED AUGUST 22, 2024)

Vacant Position Enterprise Services Supervisor
Job Grade/Salary Grade JG-11/SG-20
Plantilla Item No. TIEZA-TERD-455

QUALIFICATION STANDARDS (QS)	POSITION REQUIREMENTS (MINIMUM QS)	POSITION PREFERENCES
Education	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	Bachelor's Degree in Finance or Economics
Experience	3 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	5 years of relevant experience



Vacant Position Enterprise Services Specialist
Job Grade/Salary Grade JG-10/SG-15
Plantilla Item No. TIEZA-TERD-467 & TERD-469

QUALIFICATION STANDARDS (QS)	POSITION REQUIREMENTS (MINIMUM QS)	POSITION PREFERENCES
Education	Bachelor's degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course	Bachelor's Degree on the following field of Engineering: <ul style="list-style-type: none"> • Civil • Geodetic • Electronic • Sanitary
Experience	1 year of progressively responsible in experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	3 years of relevant experience
Eligibility	Career Service (Professional)	RA 1080

Interested candidates may refer to the Publication on the TIEZA Website dated August 22, 2024 for a complete list of requirements and instructions on submitting an application.


ROSANNA M. OLGADO
 Manager
 Administrative Services Department



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