

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: 9/2/2024

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. Enterprise Services Specialist	TIEZA-TAMD-500	18-1	₱52,323.00	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	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	-Tourism Promotion and Media Relations -Tourism Area Development -Establishing Linkages, Networks, and Partners -Monitoring and Evaluation -Enterprise Management -Technical Writing -Financial Acumen	TEZ Assistance and Monitoring Department/ TEZ Designated Areas – Public TEZ (Department Proper - TIEZA Main Office)

2	Enterprise Services Specialist	TIEZA-TAMD-510	15-1	₱39,300.00	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	-Tourism Area Development -Establishing Linkages, Networks, and Partners -Monitoring and Evaluation -Enterprise Management -Technical Writing -Providing Support and Services - Accounting Proficiency	TEZ Assistance and Monitoring Department/ TEZ Designated Areas – Public TEZ (Department Proper - Main Office)
3	Sr. Enterprise Services Specialist	TIEZA-TAMD-499	18-1	₱52,323.00	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	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 Preferably RA1080-Civil Engineer/ Environmental Planner/ Certified Public Accountant	-Tourism Promotion and Media Relations -Tourism Area Development -Establishing Linkages, Networks, and Partners -Monitoring and Evaluation -Enterprise Management -Technical Writing -Financial Acumen	TEZ Assistance and Monitoring Department/ TEZ Designated Areas – Public TEZ (Clark Flagship TEZ, TEZ Compliance Division - Main Office)

4	Sr. Enterprise Services Specialist	TIEZA-TAMD-498	18-1	₱52,323.00	Bachelor's Degree in tourism, business or public administration, finance management, urban development planning, law, economics, or any other related business program preferably supplemented by master's degree in urban and regional planning	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	-Tourism Promotion and Media Relations -Tourism Area Development -Establishing Linkages, Networks, and Partners -Monitoring and Evaluation -Enterprise Management -Technical Writing -Financial Acumen	TEZ Assistance and Monitoring Department/ TEZ Designated Areas – Public TEZ (Rizal Park Flagship TEZ-TIEZA Main Office)
5	Information Officer A	TIEZA-TAMD-517	15-1	₱39,300.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	-Tourism Promotion and Media Relations -Monitoring and Evaluation -Enterprise Management -Technical Writing -Records and Information Management -Establishing Linkages, Networks, and Partners -Research Proficiency	TEZ Assistance and Monitoring Department/ TEZ Designated Areas – Public TEZ (Rizal Park Flagship TEZ-TIEZA Main Office)

6	Enterprise Services Specialist	TIEZA-TAMD-509	15-1	₱39,300.00	Bachelor's Degree in tourism, business or public administration, finance management, urban development planning, law, economics, or any other related business program preferably supplemented by master's degree in urban and regional planning	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	-Tourism Area Development -Establishing Linkages, Networks, and Partners -Monitoring and Evaluation -Enterprise Management -Technical Writing -Providing Support and Services -Accounting Proficiency	TEZ Assistance and Monitoring Department/ TEZ Designated Areas – Public TEZ (Corregidor Flagship TEZ-Corregidor Island, Cavite City)
7	Enterprise Services Specialist	TIEZA-TAMD-505	15-1	₱39,300.00	Bachelor's Degree in tourism, business or public administration, finance management, urban development planning, law, economics, or any other related business program preferably supplemented by master's degree in urban and regional planning	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	-Tourism Area Development -Establishing Linkages, Networks, and Partners -Monitoring and Evaluation -Enterprise Management -Technical Writing -Providing Support and Services -Accounting Proficiency	TEZ Assistance and Monitoring Department/ TEZ Designated Areas – Public TEZ (Corregidor Flagship TEZ-Corregidor Island, Cavite City)
8	Sr. Bookkeeper	TIEZA-TAMD-521	9-1	₱22,380.00	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) /First Level Eligibility	-Accounting Proficiency -Providing Support and Services -Tourism Area Development -Enterprise Management Records and Information Management -Financial Acument	TEZ Assistance and Monitoring Department/ TEZ Designated Areas – Public TEZ (Corregidor Flagship TEZ-Corregidor Island, Cavite City)

9	Sr. Travel Tax Officer B	TIEZA-TAXD-169	17-1	₱43,088.00	Bachelor's Degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional) / Second Level Eligibility	-Examination of Airline/Shipping Company Records regarding Travel Tax -Travel Tax Implementing Rules and Regulations Implementation	Travel Tax Department - Examination Division (Main Office)
10	Sr. Travel Tax Officer B	TIEZA-TAXD-226	17-1	₱43,088.00	Bachelor's Degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional) / Second Level Eligibility	-Travel Tax Implementing Rules and Regulations Implementation -Implementation Records and Information Management -Monitoring and Evaluation -Coordination -Attention to Detail -Cash Management -Policy Development	Travel Tax Department - Priviledge Administration Division (NAIA)
11	Sr. Travel Tax Officer B	TIEZA-TAXD-223	17-1	₱43,088.00	Bachelor's Degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional) / Second Level Eligibility	-Travel Tax Implementing Rules and Regulations Implementation -Implementation Records and Information Management -Monitoring and Evaluation -Coordination -Attention to Detail -Cash Management -Policy Development	Travel Tax Department - Priviledge Administration Division (NAIA)

12	Sr. Travel Tax Officer B	TIEZA-TAXD-221	17-1	₱43,088.00	Bachelor's Degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional) / Second Level Eligibility	-Travel Tax Implementing Rules and Regulations -Implementation Records and Information Management -Monitoring and Evaluation -Coordination -Attention to Detail -Cash Management -Policy Development	Travel Tax Department - Priviledge Administration Division (NAIA)
13	Sr. Travel Tax Officer B	TIEZA-TAXD-220	17-1	₱43,088.00	Bachelor's Degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional) / Second Level Eligibility	-Travel Tax Implementing Rules and Regulations -Implementation Records and Information Management -Monitoring and Evaluation -Coordination -Attention to Detail -Cash Management -Policy Development	Travel Tax Department - Priviledge Administration Division (NAIA)
14	Travel Tax Officer C	TIEZA-TAXD-283	11-1	₱28,618.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) / Second Level Eligibility	-Travel Tax Implementing Rules and Regulations Implementation -Records and Information Management -Attention to Detail	Travel Tax Department - Priviledge Administration Division (NAIA)

15	Travel Tax Officer C	TIEZA-TAXD-280	11-1	₱28,618.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) / Second Level Eligibility	-Travel Tax Implementing Rules and Regulations Implementation -Records and Information Management -Attention to Detail	Travel Tax Department - Priviledge Administration Division (NAIA)
16	Cashier B	TIEZA-TAXD-238	14-1	₱34,625.00	Bachelor's Degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional) / Second Level Eligibility	-Cash Management -Records and Information Management -Attention to Detail -Interpersonal Effectiveness	Travel Tax Department - Priviledge Administration Division (NAIA)
17	Travel Tax Officer C	TIEZA-TAXD-252	11-1	₱28,618.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) / Second Level Eligibility	-Travel Tax Implementing Rules and Regulations Implementation -Records and Information Management -Attention to Detail	Travel Tax Department - Priviledge Administration Division (NAIA)
18	Travel Tax Officer C	TIEZA-TAXD-262	11-1	₱28,618.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) / Second Level Eligibility	-Travel Tax Implementing Rules and Regulations Implementation -Records and Information Management -Attention to Detail	Travel Tax Department - Priviledge Administration Division (NAIA)
19	Cashier B	TIEZA-TAXD-322	14-1	₱34,625.00	Bachelor's Degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional) / Second Level Eligibility	-Cash Management -Records and Information Management -Attention to Detail -Interpersonal Effectiveness	Travel Tax Department - Priviledge Administration Division (Cebu Travel Tax Unit)

20	Travel Tax Officer A	TIEZA-TAXD-320	15-1	₱39,300.00	Bachelor's Degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional) / Second Level Eligibility	-Travel Tax Implementing Rules and Regulations Implementation -Records and Information Management -Attention to Detail -Interpersonal Effectiveness	Travel Tax Department - Priviledge Administration Division (Cebu Travel Tax Unit)
21	Travel Tax Officer C	TIEZA-TAXD-327	11-1	₱28,618.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) / Second Level Eligibility	-Travel Tax Implementing Rules and Regulations Implementation -Records and Information Management -Attention to Detail -Interpersonal Effectiveness	Travel Tax Department - Priviledge Administration Division (Cebu Travel Tax Unit)
22	Travel Tax Officer C	TIEZA-TAXD-331	11-1	₱28,618.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	-Travel Tax Implementing Rules and Regulations Implementation -Records and Information Management -Attention to Detail -Interpersonal Effectiveness	Travel Tax Department - Priviledge Administration Division (Cebu Travel Tax Unit)
23	Travel Tax Officer C	TIEZA-TAXD-310	11-1	₱28,618.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	-Travel Tax Implementing Rules and Regulations Implementation -Records and Information Management -Attention to Detail -Interpersonal Effectiveness	Travel Tax Department - Priviledge Administration Division (San Fernando, La Union Travel Tax Unit)

24	Travel Tax Officer C	TIEZA-TAXD-346	11-1	₱28,618.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	-Travel Tax Implementing Rules and Regulations Implementation -Records and Information Management -Attention to Detail	Travel Tax Department - Priviledge Administration Division (Davao Travel Tax Unit)
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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 12, 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.