

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: 29 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	Travel Tax Supervisor	TIEZA-TAXD-203	JG-11 / SG-20	₱61,414.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) / Second Level Eligibility	- Travel Tax Implementing Rules and Regulations Implementation - Records and Information Management - Monitoring and Evaluation - Establishing Linkages, Networks, and Partners - Attention to Detail - Cash Management - Policy Development	Travel Tax Department-Priviledge 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 09 SEP 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
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.