

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:

19 SEP 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	Corporate Finance Services Chief	TIEZA-FISD- 111	JG-12 / SG-22	83,782	Bachelor's Degree	24 hours of relevant training	4 years of relevant experience	Career Service (Professional)/Second Level Eligibility	-Accounting Proficiency -Attention to Detail	Financial Service Department - Accounting Division
2	Sr. Travel Tax Officer A	TIEZA-TAXD- 156	JG-11 / SG-19	56,868	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility	-Examination of Airline/Shipping Company Records regarding Travel Tax -Travel Tax Implementing Rules and Regulations Implementation -Coordination	Travel Tax Department - Examination 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 30 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

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.