

Republic of the Philippines
TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION
Electronic copy to be submitted to the CSC FO must be in MS Excel format

OCT 01 2024

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:

By: 
ROSANNA M. OLGADO
HRMO
01 OCT 2024

Date:

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	Administrative Officer V	TIEZA-OCOS-531	JG-11 / SG-18	52,323	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professiona)/Second Level Eligibility	-Coordination -Establishing Linkages, Networks and Partners -Interpersonal Effectiveness -Providing Support and Services -Records and Information Management -Technical Writing	Office of the Corporate Secretary
2	Administrative Officer V	TIEZA-OCOS-532	JG-11 / SG-18	52,323	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professiona)/Second Level Eligibility	-Coordination -Establishing Linkages, Networks and Partners -Interpersonal Effectiveness -Providing Support and Services -Records and Information Management -Technical Writing	Office of the Corporate Secretary

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 01 OCT 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,

recruitment@tieza.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.