

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
ROSANNA M. OLGADO
HRMO

Date:

30 OCT 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. Bookkeeper	TIEZA-TAMD-520	JG-7 / SG-9	22380	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) ***Place of Assignment: San Vicente, Palawan
2	Enterprise Services Specialist	TIEZA-TAMD-488	JG-10 / SG-15	39300	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 -Monitoring and Evaluation -Technical Writing -Establishing Linkages, Networks, and Partners -Program/Project Planning and Management -Interpersonal Effectiveness -Records and Information Management	TEZ Assistance and Monitoring Department - TEZ Compliance Monitoring 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 **11 NOV 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

*TIEZA adheres to confidentiality and respect of Gender Equality, Disability and Social Inclusion (GEDSI) Principle which includes policy of no discrimination based on age, gender identity, civil status, disabilities, religion, indigenous group membership or other similar factors in the implementation of its Human Resource Merit, Selection and Promotion Plan. TIEZA highly encourages all interested and qualified applicants including persons with disability (PWD), and members of the indigenous communities, irrespective of sexual orientation and gender identities to apply.

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.

recruitment@tieza.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.