

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:

**14 NOV 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	Division Manager A  *Anticipated Vacancy	TIEZA-PEPD-366	JG-12 / SG-24	₱89,755.00	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory management and development intervention	4 years of supervisory management experience	Career Service (Professional) / Second Level Eligibility	-Architectural Planning and Design -Attention to Detail -Infrastructure Project Management -Monitoring and Evaluation -Program/Project Planning and Management	Project Evaluation and Planning Department - Project Management 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 **25 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. EDSA  
[recruitment@tieza.gov.ph](mailto:recruitment@tieza.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.