

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:

26 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	Attorney V *Anticipated Vacancy	TIEZA-LEGD-040	SG-25 / JG-12	92742	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080	-Legal Services Administration -Establishing Linkages, Networks, and Partners -Technical Writing -Policy Development -Program/Project Planning and Management -Contract Management -Interpersonal Effectiveness	Legal Department - Litigation Division
2	Attorney V	TIEZA-LEGD-047	SG-25 / JG-12	92742	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080	-Legal Services Administration -Establishing Linkages, Networks, and Partners -Technical Writing -Policy Development -Program/Project Planning and Management -Contract Management -Interpersonal Effectiveness	Legal Department - Legal Services Division
3	Attorney II *Reposting	TIEZA-LEGD-045	SG-18 / JG-11	52323	Bachelor of Laws	None Required	None Required	RA 1080	-Establishing Linkages, Networks, and Partners -Interpersonal Effectiveness -Legal Services Administration -Technical Writing	Legal Department - Litigation Division

4	Legal Researcher *Reposting	TIEZA-LEGD-046	SG-13 / JG-9	33221	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	-Legal Services Administration -Technical Writing -Research Proficiency -Records and Information Management -Establishing Linkages, Networks, and Partners -Coordination	Legal Department - Litigation Division
5	Legal Researcher	TIEZA-LEGD-053	SG-13 / JG-9	33221	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	-Legal Services Administration -Technical Writing -Research Proficiency -Records and Information Management -Providing Support and Services	Legal Department - Legal Services 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 06 DEC 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.