

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: **2:17 JAN 2025**

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. Enterprise Services Specialist	TIEZA-TERD-465	JG-11 / SG-18	52,323	Bachelor's degree in tourism administration, business administration, public administration, finance management, urban development planning, law, economics, or any other related business course preferably supplemented by master's degree in urban and regional planning; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation, or health and wellness	8 hours of training in relevant field of study	2 years of progressively responsible 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 -Enterprise Management -Technical Writing -Interpersonal Effectiveness -Achieving High Standards -Attention to Detail	TEZ Regulation Department - Permits and Licenses Division
2	Enterprise Services Specialist	TIEZA-TERD-468	JG-10 / SG-15	39,300	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	-Analytical Thinking -Infrastructure Project Management -Interpersonal Effectiveness -Monitoring and Evaluation -Architectural Planning and Design -Technical Writing -Achieving High Standards -Attention to Detail	TEZ Regulation Department - Permits and Licenses Division

3	Enterprise Services Specialist	TIEZA-TERD-470	JG-10 / SG-15	39,300	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	-Analytical Thinking -Infrastructure Project Management -Interpersonal Effectiveness -Monitoring and Evaluation -Architectural Planning and Design -Technical Writing -Achieving High Standards -Attention to Detail	TEZ Regulation Department - Permits and Licenses Division
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06 FEB 2025

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 \_\_\_\_\_ 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 Extension,  
[recruitment@tieza.gov.ph](mailto:recruitment@tieza.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**ADDENDUM FOR PUBLICATION OF VACANT POSITIONS UNDER THE  
TEZ REGULATION DEPARTMENT (TERD)**

**Vacant Position** Sr. Enterprise Services Specialist  
**Job Grade/Salary Grade** JG-11/SG-18  
**Plantilla Item No.** TIEZA-TERD-465

<b>QUALIFICATION STANDARDS (QS)</b>	<b>POSITION REQUIREMENTS (MINIMUM QS)</b>	<b>POSITION PREFERENCES</b>
<b>Education</b>	Bachelor's degree in tourism administration, business administration, public administration, finance management, urban development planning, law, economics, or any other related business course preferably supplemented by master's degree in urban and regional planning; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation, or health and wellness	Bachelor's Degree in Structural Engineering
<b>Eligibility</b>	Career Service (Professional)/Second Level Eligibility	RA 1080 (Licensed Structural Engineer)

**Vacant Position** Enterprise Services Specialist  
**Job Grade/Salary Grade** JG-10/SG-15  
**Plantilla Item No.** TIEZA-TERD-468

<b>QUALIFICATION STANDARDS (QS)</b>	<b>POSITION REQUIREMENTS (MINIMUM QS)</b>	<b>POSITION PREFERENCES</b>
<b>Education</b>	Bachelor's degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course	Bachelor's Degree in Geodetic Engineering





<b>Eligibility</b>	Career Service (Professional)/Second Level Eligibility	RA 1080 (Licensed Geodetic Engineer)
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**Vacant Position** Enterprise Services Specialist

**Job Grade/Salary Grade** JG-10/SG-15

**Plantilla Item No.** TIEZA-TERD-470

<b>QUALIFICATION STANDARDS (QS)</b>	<b>POSITION REQUIREMENTS (MINIMUM QS)</b>	<b>POSITION PREFERENCES</b>
<b>Education</b>	Bachelor's degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course	Bachelor's Degree in Electronics Engineering
<b>Eligibility</b>	Career Service (Professional)/Second Level Eligibility	RA 1080 (Licensed Electronics Engineer)

Interested candidates may refer to the Publication on the TIEZA Website dated 27 JAN 2025 for a complete list of requirements and instructions on submitting an application.

*Arub*  
**ROSANNA M. OLGADO**  
 Manager  
 Administrative Services Department



6th & 7th Floors, Tower 1, Double Dragon Plaza, Double Dragon Meridian Park  
 Macapagal Avenue corner EDSA Extension Bay Area, Pasay City 1302, Philippines  
 (+632) 8249-5900 to 79 www.tieza.gov.ph

