



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

### Notice of Hiring

#### Job Order:

#### One (1) Draftsman


#### Qualifications

|                     |   |   |
|---------------------|---|---|
| Education           | : | Completion of two years studies in college or High School Graduate with relevant vocational/trade course  |
| Experience          | : | None required   |
| Training            | : | None required   |
| Eligibility         | : | Career Service (Subprofessional)/Draftsman or Illustrator (MC 11, s. 96 – Cat. I)/First Level Eligibility |
| Place of Assignment | : | Project Evaluation and Planning Department  |

#### Functions

1. Conducts technical inspection and coordination of proposed and ongoing TIEZA infrastructure projects.
2. Prepares architectural and engineering plans (Structural, Electrical, Plumbing and Mechanical)
3. Evaluates and revise plans submitted by proponents and prepares evaluation with recommendations.
4. Prepares 3D perspective and conceptual plans for Board Presentation.
5. Performs related tasks that will be assigned from time to time.

Interested applicants may submit their respective application letter with duly accomplished Personal Data Sheet or comprehensive resume, photocopy of academic Transcript of Records, proof of eligibility, photocopies of certificate of employment and seminars attended, on or before **10 March 2025** addressed to:

  
**ROSANNA M. OLGADO**  
Manager, Administrative Services Department  
6th Floor, Tower 1, Double Dragon Plaza,  
Diosdado Macapagal Ave. cor. EDSA Extension, Bay Area  
[recruitment@tieza.gov.ph](mailto:recruitment@tieza.gov.ph)

