



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

**NOTICE OF HIRING
(Contract of Service)**

One (1) Teacher for the TIEZA's Child Care and Minding Center

Qualifications	Bachelor's degree in Early Childhood Education, Elementary Education, or any related field (preferred but not required).
Experience	At least one (1) year of experience in child care, early childhood education, or related fields
Training	At least 8 hours of relevant training
Eligibility	Preferably RA 1080 - Licensed Professional Teacher (preferred but not required)
Functions and Responsibilities	
Child Supervision and Care	<ul style="list-style-type: none">• Provide attentive care and supervision to children aged five years and below.• Ensure the safety and well-being of children while in the center.• Assist in feeding and maintaining personal hygiene routines
Early Childhood Education and Development	<ul style="list-style-type: none">• Plan and conduct age-appropriate educational activities to foster children's cognitive, emotional, and social development.• Utilize play-based learning techniques to enhance children's motor skills, language, and problem-solving abilities.• Create a nurturing and inclusive learning environment.
Health and Safety Compliance	<ul style="list-style-type: none">• Implement health and safety protocols to maintain a clean and secure environment.• Conduct regular monitoring of children's health and report any concerns to parents/guardians.• Administer first aid when necessary and coordinate with the agency's medical personnel for emergencies.
Behavioral Guidance and Socialization	<ul style="list-style-type: none">• Promote positive behavior, social skills, and respect among children.• Address minor conflicts through appropriate child development techniques.• Foster a welcoming atmosphere for children of diverse backgrounds
Communication with Parents and Guardians	<ul style="list-style-type: none">• Provide updates to parents/guardians on children's progress and well-being.• Conduct occasional meetings or orientations for parents regarding child care policies and activities.
Documentation and Reporting	<ul style="list-style-type: none">• Maintain records of children's attendance, daily activities, and progress.



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	<ul style="list-style-type: none">• Prepare reports as required by the agency and assist in the evaluation of the center's effectiveness.
Facility Maintenance and Resource Management	<ul style="list-style-type: none">• Ensure that toys, books, and learning materials are safe, clean, and well-maintained.• Assist in organizing the physical setup of the center for optimal child engagement
Coordination with Agency Staff and External Partners	<ul style="list-style-type: none">• Collaborate with agency personnel and external organizations for child development programs and activities.• Participate in professional development training as required.• Conduct Research for possible and appropriate Children's celebratory activities (e.g. Children's Month, Summer Program, etc)
Others	<ul style="list-style-type: none">• Performs other job-related duties as assigned

Interested applicants may submit their respective application letter with duly accomplished Personal Data Sheet or comprehensive resume, photocopy of academic Transcript of Records, a photocopy of PRC ID, photocopies of certificate of employment and seminars attended, on or before **01 April 2025** addressed to:


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