

Republic of the Philippines
TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION
NATIONAL CAPITAL REGION
CSCFO-GSIS
RECEIVED
FEB 27 2025
ROSANNA M. OLGADO
HRMO
7.07 FEB 2025

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:

Date:

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. Travel Tax Officer B	TIEZA-TAXD- 224	JG - 10 / SG-17	43,008	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	-Travel Tax Implementing Rules and Regulations Implementation -Records and Information Management -Monitoring and Evaluation -Coordination -Attention to Detail -Cash Management -Policy Development	Travel Tax Department - Privilege Administration Division (NAIA)
2	Cashier B	TIEZA-TAXD- 241	JG - 9 / SG - 14	34,625	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	-Cash Management -Records and Information Management -Attention to Detail -Interpersonal Effectiveness	Travel Tax Department - Privilege Administration Division (NAIA)
3	Cashier B	TIEZA-TAXD- 243	JG - 9 / SG - 14	34,625	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	-Cash Management -Records and Information Management -Attention to Detail -Interpersonal Effectiveness	Travel Tax Department - Privilege Administration Division (NAIA)

4	Travel Tax Officer A	TIEZA-TAXD-177	JG - 10 / SG-15	39,300	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	-Examination of Airline/Shipping Company Records regarding Travel Tax -Travel Tax Implementing Rules and Regulations Implementation	Travel Tax Department - Examination Division
5	Travel Tax Officer A	TIEZA-TAXD-351	JG - 10 / SG-15	39,300	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	-Travel Tax Implementing Rules and Regulations Implementation -Establishing Linkages, Networks, and Partners -Records and Information Management -Coordination -Monitoring and Evaluation -Interpersonal Effectiveness	Travel Tax Department - Privilege Administration Division (Bacolod Travel Tax Unit)

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 10 MAR 2025 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.