

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:

[Signature]
ROSANNA M. OLGADO
HRMO

Date:

27 FEB 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	Management Information/Systems Design Specialist B	TIEZA-MISD-034	JG-11 / SG-18	52,323	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	-Systems Administration and Data Management -IT Support and Services -Computer Proficiency	Management Information Systems Department
2	Sr. Management Information Systems Analyst	TIEZA-MISD-035	JG-10 / SG-16	41,825	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	-Systems Administration and Data Management -IT Support and Services -Computer Proficiency -Technical Writing	Management Information Systems Department

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 Extension,
recruitment@tieza.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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**ADDENDUM FOR PUBLICATION OF VACANT POSITIONS UNDER THE
MANAGEMENT INFORMATION SYSTEMS DEPARTMENT (MISD)**

Item No.	Position	Remarks
TIEZA-MISD-034	Management Information/Systems Design Specialist B	Preference: With 3 years of relevant experience and skills on the following: <ul style="list-style-type: none">• System Development Life Cycle (SDLC)• System Documentation• Systems Analysis and Design• User experience and interface• Programming Languages such as VB.NET and Laravel• Database software such as MySQL, and MS SQL Server• Design software like Photoshop and Illustrator• Flowcharting software like Microsoft Visio
TIEZA-MISD-035	Sr. Management Information Systems Analyst	Preference: With 3 years of relevant experience and skills on the following: <ul style="list-style-type: none">• Website Management (Cpanel/Wordpress)• Front end web development (HTML/CSS)• Email configuration and troubleshooting (Exchange Online, Outlook)• Domain & Hosting Management• Remote Monitoring & Management• Customer service and technical support skills• With 24 hours relevant training on Information Technology/Web Administration/Front Web Development



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


ROSANNA M. OLGADO
Manager
Administrative Service Department