

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:

*[Handwritten]*  
12 MAR 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	Cashier B  (Anticipated Vacancy)	TIEZA-TAXD- 244	JG - 9 / SG - 14	34,625	Bachelor's Degree	4 hours of relevant training	1 year of relevant training	Career Service (Professional)/ Second Level Eligibility	-Cash Management -Records and Information Management -Attention to Detail -Interpersonal Effectiveness	Travel Tax Department - Privilege Administration Division (NAIA)
2	Business Development Chief A  (Anticipated Vacancy)	TIEZA-BUDD- 396	JG - 12 / SG - 22	83,782	Bachelor's Degree relevant to the job	24 hours of relevant training	4 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	-Business Development and Management -Interpersonal Effectiveness -Technical Writing -Research Proficiency	Business Development Department - Business Research and Development Division

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 *24 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](mailto:recruitment@tieza.gov.ph)

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

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*Rosanna M. Olgado*  
**ROSANNA M. OLGADO**  
HRMO

Date:

**12 MAR 2025**

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Attorney II  **Reposting	TIEZA-LEGD-052	JG-11 / SG-18	52,323	Bachelor of Laws	None Required	None Required	RA 1080	-Establishing Linkages, Networks and Partners -Interpersonal Effectiveness -Legal Service Administration -Technical Writing	Legal Department - Legal Services Division

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