

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:

  
**ROSANNA M. OLGADO**  
HRMO

Date:

**26 MAY 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	Sr. Bookkeeper  ***Reposting  ***Applicants from the previous posting are required to reaffirm their intent to apply and must submit a new application form along with updated requirements	TIEZA-TAMD-521	JG-7 / SG-9	22,380	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub Professional) / First Level Eligibility	-Accounting Proficiency -Providing Support and Services -Tourism Area Development -Enterprise Management Records and Information Management -Financial Acumen	TEZ Assistance and Monitoring Department/ TEZ Designated Areas – Public TEZ  (Corregidor Flagship TEZ Corregidor Island, Cavite City)
2	Sr. Enterprise Services Specialist  ***Reposting  ***Applicants from the previous posting are required to reaffirm their intent to apply and must submit a new application form along with updated requirements	TIEZA-TAMD-499	JG-11 / SG-18	52,323	Bachelor's degree in tourism administration, business administration, public administration, finance management, urban development planning, law, economics, or any other related business course, preferably supplemented by master's degree in urban and regional planning	8 hours of training in relevant field of study	2 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	Career Service (Professional) / Second Level Eligibility	-Tourism Promotion and Media Relations -Tourism Area Development -Establishing Linkages, Networks, and Partners -Monitoring and Evaluation -Enterprise Management -Technical Writing -Financial Acumen	TEZ Assistance and Monitoring Department/ TEZ Designated Areas – Public TEZ  (Clark Flagship TEZ, TEZ Compliance Division - Main Office)

3	<p>Enterprise Services Specialist</p> <p>***Reposting</p> <p>***Applicants from the previous posting are required to reaffirm their intent to apply and must submit a new application form along with updated requirements</p>	TIEZA-TAMD-505	JG-10 / SG-15	39,300	Bachelor's Degree in tourism, business or public administration, finance management, urban development planning, law, economics, or any other related business program preferably supplemented by master's degree in urban and regional planning	8 hours of training in relevant field of study	1 year of progressively responsible in experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	Career Service (Professional) / Second Level Eligibility	<p>-Tourism Area Development</p> <p>-Establishing Linkages, Networks, and Partners</p> <p>-Monitoring and Evaluation</p> <p>-Enterprise Management</p> <p>-Technical Writing</p> <p>-Providing Support and Services</p> <p>-Accounting Proficiency</p>	<p>TEZ Assistance and Monitoring Department/ TEZ Designated Areas – Public TEZ</p> <p>(Corregidor Flagship TEZ Corregidor Island, Cavite City)</p>
4	<p>Enterprise Services Specialist</p> <p>***Reposting</p> <p>***Applicants from the previous posting are required to reaffirm their intent to apply and must submit a new application form along with updated requirements</p>	TIEZA-TAMD-510	JG-10 / SG-15	39,300	Bachelor's Degree in tourism, business or public administration, finance management, urban development planning, law, economics, or any other related business program preferably supplemented by master's degree in urban and regional planning	8 hours of training in relevant field of study	1 year of progressively responsible in experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields.	Career Service (Professional) / Second Level Eligibility	<p>-Tourism Area Development</p> <p>-Establishing Linkages, Networks, and Partners</p> <p>-Monitoring and Evaluation</p> <p>-Enterprise Management</p> <p>-Technical Writing</p> <p>-Providing Support and Services</p> <p>-Accounting Proficiency</p>	<p>TEZ Assistance and Monitoring Department/ TEZ Designated Areas – Public TEZ</p> <p>(Department Proper - Main Office)</p>
5	<p>Travel Tax Officer C</p> <p>***Reposting</p> <p>***Applicants from the previous posting are required to reaffirm their intent to apply and must submit a new application form along with updated requirements</p>	TIEZA-TAXD-310	JG-8 / SG-11	28,618	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	<p>-Travel Tax Implementing Rules and Regulations Implementation</p> <p>-Records and Information Management</p> <p>-Attention to Detail</p> <p>-Interpersonal Effectiveness</p>	<p>Travel Tax Department - Privilege Administration Division</p> <p>(San Fernando, La Union Travel Tax Unit)</p>
6	<p>Travel Tax Officer C</p> <p>***Reposting</p> <p>***Applicants from the previous posting are required to reaffirm their intent to apply and must submit a new application form along with updated requirements</p>	TIEZA-TAXD-346	JG-8 / SG-11	28,618	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	<p>-Travel Tax Implementing Rules and Regulations Implementation</p> <p>-Records and Information Management</p> <p>-Attention to Detail</p> <p>-Interpersonal Effectiveness</p>	<p>Travel Tax Department - Privilege Administration Division</p> <p>(Davao Travel Tax Unit)</p>

7	Sr. Travel Tax Officer A  <b>***Reposting</b>  <b>***Applicants from the previous posting are required to reaffirm their intent to apply and must submit a new application form along with updated requirements</b>	TIEZA-TAXD-156	JG-11 / SG-19	56,868	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	-Examination of Airline/Shipping Company Records regarding Travel Tax -Travel Tax Implementing Rules and Regulation Implementation -Coordination	Travel Tax Department - Examination Division
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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 **10:59 JUN 2023**, 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, Bay Area  
[recruitment@tieza.gov.ph](mailto:recruitment@tieza.gov.ph)

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