



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**

|             |   |  |
|-------------|---|--|
| Education   | : | Bachelor's degree in <b>Early Childhood Education, Elementary Education, or any related field</b> (preferred but not required) |
| Experience  | : | At least <b>one (1) year of experience</b> 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**

- **Child Supervision and Care**
  - 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**
  - 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**
  - 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**
  - 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**
  - 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.



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- **Documentation and Reporting**
  - Maintain records of children's attendance, daily activities, and progress.
  - Prepare reports as required by the agency and assist in the evaluation of the center's effectiveness.
- **Facility Maintenance and Resource Management**
  - 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**
  - 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).
- 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 **10 July 2025** addressed to:

  
**ROSANNA M. OLGADO**

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