

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: June 10, 2019

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	Department Manager A	TIEZA-MISD- 026	26	107444	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory / management learning and development intervention undertaken within the last 5 years	5 years of supervisory / management experience	Career Service Professional / 2nd Level Eligibility		Management Information Systems Department
2	Attorney IV	TIEZA-LEGD- 041	23	73811	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (BAR)		Legal Department / Litigation Division
3	Attorney III	TIEZA-LEGD- 042	21	57805	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (BAR)		Legal Department / Litigation Division

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4	Attorney III	TIEZA-LEGD-043	21	57805	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (BAR)		Legal Department / Litigation Division
5	Attorney II	TIEZA-LEGD-044	18	40637	Bachelor of Laws	None Required	None Required	RA 1080 (BAR)		Legal Department / Litigation Division
6	Attorney II	TIEZA-LEGD-045	18	40637	Bachelor of Laws	None Required	None Required	RA 1080 (BAR)		Legal Department / Litigation Division
7	Attorney III	TIEZA-LEGD-050	21	57805	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (BAR)		Legal Department / Legal Services Division
8	Attorney II	TIEZA-LEGD-051	18	40637	Bachelor of Laws	None Required	None Required	RA 1080 (BAR)		Legal Department / Legal Services Division
9	Attorney II	TIEZA-LEGD-052	18	40637	Bachelor of Laws	None Required	None Required	RA 1080 (BAR)		Legal Department / Legal Services Division
10	Department Manager A	TIEZA-COPD-054	26	107444	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory / management learning and development intervention undertaken within the last 5 years	5 years of supervisory / management experience	Career Service Professional / 2nd Level Eligibility		Corporate Planning Department

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11	Project Planning and Development Officer C	TIEZA-COPD-070	11	20754	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional / 2nd Level Eligibility		Corporate Planning Department / Monitoring and Evaluation Division
12	Human Resource Management Officer II	TIEZA-ADSD-087	15	30531	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility		Administrative Services Department / Human Resource Services Division
13	Human Resource Management Officer I	TIEZA-ADSD-090	11	20754	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional / 2nd Level Eligibility		Administrative Services Department / Human Resource Services Division
14	Division Manager A	TIEZA-ADSD-094	24	83406	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	4 years of supervisory / management experience	Career Service Professional / 2nd Level Eligibility		Administrative Services Department / General Services Division

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15	Procurement Officer B	TIEZA-ADSD-102	15	30531	Bachelor's Degree relevant to the job	4 hours training on Property and Supply Management; Philgeps Buyers Training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility		Administrative Services Department / General Services Division
16	Sr. Financial Planning Specialist	TIEZA-FISD-113	20	51155	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional / 2nd Level Eligibility		Financial Services Department / Accounting Division
17	Sr. Corporate Accounts Analyst	TIEZA-FISD-123	15	30531	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility		Financial Services Department / Accounting Division
18	Corporate Budget Specialist A	TIEZA-FISD-137	18	40637	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional / 2nd Level Eligibility		Financial Services Department / Budget Division
19	Sr. Travel Tax Officer B	TIEZA-TAXD-166	17	36942	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility		Travel Tax Department / Examination Division
20	Sr. Travel Tax Officer B	TIEZA-TAXD-167	17	36942	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility		Travel Tax Department / Examination Division

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21	Sr. Travel Tax Officer B	TIEZA-TAXD-171	17	36942	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility		Travel Tax Department / Examination Division
22	Travel Tax Officer A	TIEZA-TAXD-181	15	30531	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility		Travel Tax Department / Examination Division
23	Division Manager A	TIEZA-TAXD-182	24	83406	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	4 years of supervisory / management experience	Career Service Professional / 2nd Level Eligibility		Travel Tax Department / Privilege Administration Division
24	Sr. Cashier	TIEZA-TAXD-187	18	40637	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional / 2nd Level Eligibility		Travel Tax Department / Privilege Administration Division (Main / Central Office)
25	Travel Tax Officer A	TIEZA-TAXD-193	15	30531	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility		Travel Tax Department / Privilege Administration Division (Main / Central Office)

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26	Cashier B	TIEZA-TAXD-241	14	27755	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility		Travel Tax Department / Privilege Administration Division (NAIA)
27	Cashier B	TIEZA-TAXD-243	14	27755	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility		Travel Tax Department / Privilege Administration Division (NAIA)
28	Sr. Travel Tax Officer B	TIEZA-TAXD-290	17	36942	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility		Travel Tax Department / (DMIA / OSPC (Clark) Travel Tax Unit)
29	Sr. Travel Tax Officer B	TIEZA-TAXD-291	17	36942	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility		Travel Tax Department / (DMIA / OSPC (Clark) Travel Tax Unit)
30	Travel Tax Officer C	TIEZA-TAXD-303	11	20754	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional / 2nd Level Eligibility		Travel Tax Department / (DMIA / OSPC (Clark) Travel Tax Unit)
31	Travel Tax Officer A	TIEZA-TAXD-319	15	30531	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility		Travel Tax Department / (Cebu Travel Tax Unit)

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32	Cashier B	TIEZA-TAXD-325	14	27755	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility		Travel Tax Department / (Cebu Travel Tax Unit)
33	Travel Tax Officer C	TIEZA-TAXD-329	11	20754	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional / 2nd Level Eligibility		Travel Tax Department / (Cebu Travel Tax Unit)
34	Travel Tax Officer C	TIEZA-TAXD-334	11	20754	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional / 2nd Level Eligibility		Travel Tax Department / (Cebu Travel Tax Unit)
35	Travel Tax Officer C	TIEZA-TAXD-346	11	20754	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional / 2nd Level Eligibility		Travel Tax Department / (Davao Travel Tax Unit)
36	Division Manager A	TIEZA-PEPD-360	24	83406	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	4 years of supervisory / management experience	Career Service Professional / 2nd Level Eligibility		Project Evaluation and Planning Department / Project Planning and Design Division

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37	Project Management Officer B	TIEZA-PEPD-362	20	51155	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional / 2nd Level Eligibility		Project Evaluation and Planning Department / Project Planning and Design Division
38	Sr. Marketing Specialist	TIEZA-BUDD-405	18	40637	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional / 2nd Level Eligibility		Business Development Department / Sales Division
39	Marketing Analyst II	TIEZA-BUDD-407	13	25232	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional / 2nd Level Eligibility		Business Development Department / Sales Division
40	Cashier C <u>b/</u>	TIEZA-OPED-423	12	22938	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional / 2nd Level Eligibility		Operations Department / Banaue Hotel and Youth Hostel
41	Resident Manager A <u>b/</u>	TIEZA-OPED-429	22	65319	Bachelor's Degree relevant to the job	24 hours of relevant training	4 years of relevant experience	Career Service Professional / 2nd Level Eligibility		Operations Department / Balicasag Island



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42	Sr. Enterprise Services Specialist	TIEZA-TERD-456	18	40637	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; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation or health and wellness	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 / 2nd Level Eligibility		TEZ Regulation Department / Evaluation and Registration Division

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43	Sr. Enterprise Services Specialist	TIEZA-TERD-457	18	40637	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; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation or health and wellness	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 / 2nd Level Eligibility		TEZ Regulation Department / Evaluation and Registration Division

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44	Enterprise Services Specialist	TIEZA-TERD-458	15	30531	Bachelor's Degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course	8 hours of training in relevant field of study	1 year of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	Career Service Professional / 2nd Level Eligibility		TEZ Regulation Department / Evaluation and Registration Division
45	Division Manager A	TIEZA-TERD-460	24	83406	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	4 years of supervisory / management experience	Career Service Professional / 2nd Level Eligibility		TEZ Regulation Department / Permits and Licenses Division

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46	Enterprise Services Supervisor	TIEZA-TERD-463	20	51155	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; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation or health and wellness	16 hours of training in relevant field of study	3 years of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis or other related fields	Career Service Professional / 2nd Level Eligibility		TEZ Regulation Department / Permits and Licenses Division

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47	Sr. Enterprise Services Specialist	TIEZA-TERD-464	18	40637	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; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation or health and wellness	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 / 2nd Level Eligibility		TEZ Regulation Department / Permits and Licenses Division

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48	Sr. Enterprise Services Specialist	TIEZA-TERD-465	18	40637	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; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation or health and wellness	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 / 2nd Level Eligibility		TEZ Regulation Department / Permits and Licenses Division

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49	Enterprise Services Chief	TIEZA-TERD-472	22	65319	Bachelor's degree in tourism adminsitration, 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; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation, or health and wellness	24 hours of relevant training	4 years of progressively responsible experience in tourism, business management, urban / economic development planning, financial planning, investment analysis, or other related fields	Career Service Professional / 2nd Level Eligibility		TEZ Regulation Department / Permits and Licenses Division

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50	Division Manager A	TIEZA-TAMD-484	24	83406	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	4 years of supervisory / management experience	Career Service Professional / 2nd Level Eligibility		TEZ Assistance and Monitoring Department / TEZ Compliance Monitoring Division



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51	Sr. Enterprise Services Specialist	TIEZA-TAMD-487	18	40637	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; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation or health and wellness	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 / 2nd Level Eligibility		TEZ Assistance and Monitoring Department / TEZ Compliance Monitoring Division

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52	Division Manager A	TIEZA-TAMD-491	24	83406	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	4 years of supervisory / management experience	Career Service Professional / 2nd Level Eligibility		TEZ Assistance and Monitoring Department / Public TEZ
53	Division Manager A	TIEZA-TAMD-492	24	83406	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	4 years of supervisory / management experience	Career Service Professional / 2nd Level Eligibility		TEZ Assistance and Monitoring Department / Public TEZ
54	Division Manager A	TIEZA-TAMD-493	24	83406	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	4 years of supervisory / management experience	Career Service Professional / 2nd Level Eligibility		TEZ Assistance and Monitoring Department / Public TEZ

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55	Division Manager A	TIEZA-TAMD-494	24	83406	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	4 years of supervisory / management experience	Career Service Professional / 2nd Level Eligibility		TEZ Assistance and Monitoring Department / Public TEZ
56	Sr. Enterprise Services Specialist	TIEZA-TAMD-497	18	40637	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; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation or health and wellness	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 / 2nd Level Eligibility		TEZ Assistance and Monitoring Department / Public TEZ

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57	Sr. Enterprise Services Specialist	TIEZA-TAMD-498	18	40637	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; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation or health and wellness	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 / 2nd Level Eligibility		TEZ Assistance and Monitoring Department / Public TEZ

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58	Sr. Enterprise Services Specialist	TIEZA-TAMD-499	18	40637	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; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation or health and wellness	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 / 2nd Level Eligibility		TEZ Assistance and Monitoring Department / Public TEZ

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59	Sr. Enterprise Services Specialist	TIEZA-TAMD-500	18	40637	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; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation or health and wellness	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 / 2nd Level Eligibility		TEZ Assistance and Monitoring Department / Public TEZ

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60	Enterprise Services Specialist	TIEZA-TAMD-504	15	30531	Bachelor's Degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course	8 hours of training in relevant field of study	1 year of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	Career Service Professional / 2nd Level Eligibility		San Vicente, Palawan

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61	Enterprise Services Specialist	TIEZA-TAMD-505	15	30531	Bachelor's Degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course	8 hours of training in relevant field of study	1 year of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	Career Service Professional / 2nd Level Eligibility		Panglao Bay Priemiere Flagship TEZ, Panglao, Bohol



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62	Enterprise Services Specialist	TIEZA-TAMD-506	15	30531	Bachelor's Degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course	8 hours of training in relevant field of study	1 year of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	Career Service Professional / 2nd Level Eligibility		Bukas Grande Flagship TEZ, Surigao

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63	Enterprise Services Specialist	TIEZA-TAMD-508	15	30531	Bachelor's Degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course	8 hours of training in relevant field of study	1 year of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	Career Service Professional / 2nd Level Eligibility		TEZ Assistance and Monitoring Department / Public TEZ

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64	Enterprise Services Specialist	TIEZA-TAMD-509	15	30531	Bachelor's Degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course	8 hours of training in relevant field of study	1 year of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	Career Service Professional / 2nd Level Eligibility		TEZ Assistance and Monitoring Department / Public TEZ

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65	Enterprise Services Specialist	TIEZA-TAMD-510	15	30531	Bachelor's Degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course	8 hours of training in relevant field of study	1 year of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	Career Service Professional / 2nd Level Eligibility		TEZ Assistance and Monitoring Department / Public TEZ

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66	Enterprise Services Specialist	TIEZA-TAMD-511	15	30531	Bachelor's Degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course	8 hours of training in relevant field of study	1 year of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	Career Service Professional / 2nd Level Eligibility		TEZ Assistance and Monitoring Department / Public TEZ

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)	
67	Enterprise Services Specialist	TIEZA-TAMD-512	15	30531	Bachelor's Degree in tourism administration, business/public administration, finance management, urban development planning, law, economics, or any other related business course	8 hours of training in relevant field of study	1 year of progressively responsible experience in tourism, business management, urban/economic development planning, financial planning, investment analysis, or other related fields	Career Service Professional / 2nd Level Eligibility		TEZ Assistance and Monitoring Department / Public TEZ
68	Information Officer A	TIEZA-TAMD-516	15	30531	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility		TEZ Assistance and Monitoring Department / Public TEZ
69	Information Officer A	TIEZA-TAMD-517	15	30531	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility		TEZ Assistance and Monitoring Department / Public TEZ
70	Information Officer A	TIEZA-TAMD-518	15	30531	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility		TEZ Assistance and Monitoring Department / Public TEZ

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)	
71	Sr. Bookkeeper	TIEZA-TAMD-520	9	17975	Completion of 2 years in College	4 hours of relevant training	1 year of relevant experience	Career Service Sub Professional / 1st Level Eligibility		TEZ Assistance and Monitoring Department / Public TEZ
72	Sr. Bookkeeper	TIEZA-TAMD-521	9	17975	Completion of 2 years in College	4 hours of relevant training	1 year of relevant experience	Career Service Sub Professional / 1st Level Eligibility		TEZ Assistance and Monitoring Department / Public TEZ
73	Sr. Bookkeeper	TIEZA-TAMD-522	9	17975	Completion of 2 years in College	4 hours of relevant training	1 year of relevant experience	Career Service Sub Professional / 1st Level Eligibility		TEZ Assistance and Monitoring Department / Public TEZ
74	Sr. Bookkeeper	TIEZA-TAMD-523	9	17975	Completion of 2 years in College	4 hours of relevant training	1 year of relevant experience	Career Service Sub Professional / 1st Level Eligibility		TEZ Assistance and Monitoring Department / Public TEZ
75	Sr. Bookkeeper	TIEZA-TAMD-524	9	17975	Completion of 2 years in College	4 hours of relevant training	1 year of relevant experience	Career Service Sub Professional / 1st Level Eligibility		TEZ Assistance and Monitoring Department / Public TEZ

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)	
76	Sr. Enterprise Services Specialist	TIEZA-TAMD-526	18	40637	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; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation or health and wellness	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 / 2nd Level Eligibility		TEZ Assistance and Monitoring Department / Private TEZ



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)	
77	Sr. Enterprise Services Specialist	TIEZA-TAMD-527	18	40637	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; Preference shall also be given to applicants with expertise in project management, institutional development, innovation management, social and cultural development, gender studies, sports science, leisure, recreation or health and wellness	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 / 2nd Level Eligibility		TEZ Assistance and Monitoring Department / Private TEZ

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)	
78	Sr. Corporate Accounts Analyst	TIEZA-TAMD-528	15	30531	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility		TEZ Assistance and Monitoring Department / Private TEZ
79	Sr. Corporate Accounts Analyst	TIEZA-TAMD-529	15	30531	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / 2nd Level Eligibility		TEZ Assistance and Monitoring Department / Private TEZ

**Legend:** b/ - Coterminous with the Privatization of the Operating Entity

Interested and qualified applicants should submit the following documents not later than **July 19, 2019**.

1. Application Form (please go to <http://tieza.gov.ph> to download the form; for J.O. and Outsider - "Application Form - Hiring" ; for TIEZA employees - "Application Form - Promotion")
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
3. Certified true copy of Performance rating **in the last rating period** (if applicable);
4. Photocopy of the following documents:
  - a. Authenticated certificate of eligibility/rating/license
  - b. Diploma & Transcript of Records ( Bachelor's Degree, Master's Degree and Doctorate Degree) *\*if applicable*
  - c. Certificate of Employment
  - d. Certificate of Training
  - e. Service Record

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/mail 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

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



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

6th & 7th Floors, Tower 1  
Double Dragon Plaza  
DD Meridian Park  
Macapagal Avenue corner  
EDSA Extension  
1302 Bay Area, Pasay City

(+632) 249-5900 loc. 629  
admins@tieza.gov.ph  
www.tieza.gov.ph

**APPLICATION FORM  
(HIRING)**

Date: \_\_\_\_\_

**DR. ROSANNA M. OLGADO**

Manager, Administrative Services Department  
Double Dragon Plaza, Pasay City

THRU: **THE MANAGER**  
Human Resource Services Division

Madame:

**I wish to signify my intention to apply in the specified position:<sup>1</sup>**

POSITION	SALARY GRADE	ITEM NO.	OFFICE/DEPT./DIV
_____	_____	_____	_____

**Attached are the following documents: (Please tick)**

- ☐ 2 Sets of Original, Updated and Duly Accomplished Personal Data Sheet & **Work Experience Sheet** (CS Form 212 Revised 2017)
- ☐ **Authenticated** Certificate of Eligibility or License issued by the Civil Service Commission, Professional Regulations Commission, or the Supreme Court, as appropriate

**Photocopy of the following (Bring Original Copy for validation)**

- ☐ Transcript of Records
- ☐ Diploma
- ☐ Certificate of trainings and seminars attended, if any
- ☐ Certificate of Employment
- ☐ Certificate of Employment or Service Record (for government employees)
- ☐ Certified true copy of Individual Performance Commitment Review (IPCR) for the last two (2) rating periods (for government employees)

**Should I qualify to take the examination, please note that my current residence is in**  
\_\_\_\_\_ (City/Municipality).

Very truly yours,

\_\_\_\_\_  
(Signature above printed name)

Cellphone number<sup>2</sup>: \_\_\_\_\_

E-mail address<sup>2</sup>: \_\_\_\_\_

<sup>1</sup> Applicants are allowed to apply for only one (1) position.

<sup>2</sup> Important for notices.



**TOURISM  
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(+632) 249-5900 loc. 625

[adminservices@tieza.gov.ph](mailto:adminservices@tieza.gov.ph)

[www.tieza.gov.ph](http://www.tieza.gov.ph)

**APPLICATION FORM  
(PROMOTION)**

Date: \_\_\_\_\_

**DR. ROSANNA M. OLGADO**

Manager, Administrative Services Department  
Double Dragon Plaza, Pasay City

THRU: **THE MANAGER**  
Human Resource Services Division

Madame:

**I wish to signify my intention to apply in the specified position:<sup>1</sup>**

POSITION	SALARY GRADE	ITEM NO.	OFFICE/DEPT./DIV
_____	_____	_____	_____

**Attached are the following documents: (Please tick)**

- ☐ 2 Sets of Original, Updated and Duly Accomplished Personal Data Sheet and **Work Experience Sheet** (CS Form 212 Revised 2017)
- ☐ Authenticated Certificate of Eligibility or License issued by the Civil Service Commission, Professional Regulations Commission, or the Supreme Court, as appropriate (for additional eligibility from the date of last appointment)

**Photocopy of the following (Bring Original Copy for validation)**

- ☐ Diploma & Transcript of Records (for additional education from the date of last appointment)
- ☐ Certificate of trainings and seminars attended, if any (for additional trainings from the date of last appointment)
- ☐ Certified true copy of Individual Performance Commitment Review (IPCR) for the last rating period

**Should I qualify to take the examination, please note that my current residence is in**  
\_\_\_\_\_ (City/Municipality).

Very truly yours,

\_\_\_\_\_  
(Signature above printed name)

Cellphone number<sup>2</sup>: \_\_\_\_\_

E-mail address<sup>2</sup>: \_\_\_\_\_

<sup>1</sup> Applicants are allowed to apply for only one (1) position.

<sup>2</sup> Important for notices.