

Republic of the Philippines
PHILIPPINE ECONOMIC 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 PHILIPPINE ECONOMIC ZONE AUTHORITY in the CSC website:



MARIA GEORGINA Y. AFABLE
Department Manager III, HRDD

Date: 29 October 2020

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	Group Manager	131	27	123839	Master's Degree or Certificate in Leadership & Management from the CSC	120 hours of supervisory/ management learning and dev't intervention	Five (5) years of supervisory/ management experience	Career Service (Professional); Second Level Eligibility		PEZA Head Office - Finance Group (FG)
2	Executive Assistant V	162	24	85074	Bachelor's Degree	24 hours of relevant training	4 years of relevant experience	Career Service (Professional); Second Level Eligibility		PEZA Head Office
3	Department Manager III	146	26	109593	Master's Degree or Certificate in Leadership & Management from the CSC	120 hours of supervisory/ management learning and dev't intervention	Five (5) years of supervisory/ management experience	Career Service (Professional); Second Level Eligibility		PEZA Head Office - Accounting Department
4	Economic Zone Administrator	390	28	139939	Master's Degree or Certificate in Leadership & Management from the CSC	120 hours of supervisory/ management learning and dev't intervention	Five (5) years of supervisory/ management experience	Career Service (Professional); Second Level Eligibility		Mactan Economic Zone (MEZ)
5	Group Manager	11	27	123839	Master's Degree or Certificate in Leadership & Management from the CSC	120 hours of supervisory/ management learning and dev't intervention	Five (5) years of supervisory/ management experience	Career Service (Professional); Second Level Eligibility		PEZA Head Office - Promotion and Press Relations Group (PPRG)
6	Division Chief III	13	24	85074	Master's Degree or Certificate in Leadership & Management from the CSC	40 hours of supervisory/ management learning and dev't intervention	4 years of supervisory/ management experience	Career Service (Professional); Second Level Eligibility		PEZA Head Office - Promotion and Press Relations Group (PPRG)
7	Economic Zone Deputy Administrator	337	27	123839	Master's Degree or Certificate in Leadership & Management from the CSC	120 hours of supervisory/ management learning and dev't intervention	Five (5) years of supervisory/ management experience	Career Service (Professional); Second Level Eligibility		Cavite Economic Zone (CEZ)

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **November 15, 2020**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MARIA GEORGINA Y. AFABLE
Department Manager III, HRDD
HRDD, 9th Flr DoubleDragon Center West Building, DD Meridian Park,
Macapagal Avenue, Pasay City
recruitment@peza.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Secretary II	52	9	18784	Completion of two years Studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility		PEZA Head Office
2	Project Evaluation Officer II	86-3	15	32053	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); Second Level Eligibility		PEZA Head Office
3	Human Resource Management Officer I	102-2	11	22316	Bachelor's Degree	None required	None required	Career Service (Professional); Second Level Eligibility		PEZA Head Office - Human Resource Development Department
4	Clerk III	200	6	15524	Completion of two years Studies in College	None required	None required	Career Service (Sub-Professional); First Level Eligibility		PEZA Head Office - Support Services Department
5	Human Resource Management Assistant	104	8	17505	Completion of two years Studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility		PEZA Head Office - Human Resource Development Department
6	Human Resource Management Officer II	101-2	15	32053	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); Second Level Eligibility		PEZA Head Office - Human Resource Development Department

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