



Republic of the Philippines  
**BOARD OF INVESTMENTS**  
385 Sen Gil J. Puyat Avenue, Makati City



## VACANT POSITION

### Office of the Board of Governors

#### 1 – Executive Director IV (SG 29)

*Item No.: EXED4-2-1998*

**Education** : Bachelor's degree

**Experience** : 3 years of supervisory experience

**Training** : None required

**Eligibility** : Career Service Executive Eligibility (CSEE) / Career Executive Service (CES)

#### **Please submit the ff:**

- *Application Letter (indicating 1 office and 1 item number of the position being applied for)*
- *Resume*
- *Fully accomplished Personal Data Sheet (CSC Form 212 rev. 2017)*
- *Diploma*
- *Transcript of Records*
- *Certificate of Eligibility; Bar/ Board Certificate*
- *Photocopies of Certificate of Supervisory/ Managerial Trainings/ Seminars*
- *Certificate of Employment from current & previous employers with duties and responsibilities*
- *Performance rating in the present position for one (1) year*

**Note: Applicant/s with incomplete documents will not be processed.**

#### **DEADLINE FOR SUBMISSION:**

*04 February 2019*

*Please submit the documentary requirements to: 2F Financial and Administrative Service  
Board of Investments, 385 Sen. Gil Puyat Avenue, Makati City or email us at [HRDD@boi.gov.ph](mailto:HRDD@boi.gov.ph)*