

VACANT POSITION

Infrastructure and Services Industries Service Project Evaluation and Registration Division

1 – Supervising Investments Specialist (SG 22)

Item No.: SVINS-6-1998

Education : Bachelor's degree relevant to the job

Experience : 3 years of relevant experience

Training : 16 hours of relevant training

Eligibility : Career Service (Professional); Second Level Eligibility

Preferably with:

- A graduate of Bachelor of Science in Accountancy, or any Engineering discipline

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 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