



Republic of the Philippines
BOARD OF INVESTMENTS
Industry & Investments Building,
385 Sen Gil J. Puyat Avenue, Makati City



VACANT POSITIONS

1 – Chief Investments Specialist (SG 24)

Item No.: BOIB-CINS-4-1998

- Masteral / Bachelor of Laws Degree
- 4 years in position/s involving management and supervision
- 24 hours of training in management and supervision
- Career Service (Professional); Second Level Eligibility

2 – Senior Investments Specialist (SG 18)

Item Nos.: BOIB-SRIWS-13-1998 / BOIB-SRIWS-41-1998

- Bachelor's Degree relevant to the job
- 2 years of relevant experience
- 8 hours of relevant training
- Career Service (Professional); Second Level Eligibility

8 – Investments Specialist (SG 15)

*Item Nos.: BOIB-IMENTS-7-1998 / IMENTS-102-1998 / IMENTS-35-1998 /
IMENTS-70-1998 / IMENTS-58-1998 / IMENTS-6-1998 /
IMENTS-95-1998 / IMENTS-24-1998*

- Bachelor's Degree relevant to the job
- 1 year of relevant experience
- 4 hours of relevant training
- Career Service (Professional); Second Level Eligibility

1 – Attorney V (SG 25)

Item No.: BOIB-ATY5-1-1998

- Bachelor of Laws
- 3 years of relevant experience
- 16 hours of relevant training
- RA 1080

1 – Budget Officer IV (SG 22)

Item No.: BOIB-BUDO4-1-1998

- Bachelor's degree relevant to the job
- 3 years of relevant experience
- 16 hours of relevant training
- Career Service (Professional); Second Level Eligibility

1 – Budget Officer III (SG 18)

Item No.: BOIB-BUDO3-1-1998

- Bachelor's degree relevant to the job
- 2 years of relevant experience
- 8 hours of relevant training
- Career Service (Professional); Second Level Eligibility

Please submit the ff:

- Application Letter
- Resume
- Diploma
- Transcript of Record
- Certificate of Eligibility; Bar /Board Certificate
- Xerox copies of Certificate of Trainings/Seminars
- Certificate of Employment from previous employers

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

DEADLINE FOR SUBMISSION:

29 December 2011

Human Resource Division

Finance and Administrative Services Department