

# VACANT POSITIONS

<b>10 – Chief Investments Specialist (SG 24)</b> <i>Item Nos.: BOIB-CINS-2-2015, BOIB-CINS-2-1998, BOIB-CINS-3-1998, BOIB-CINS-8-1998, BOIB-CINS-11-1998, BOIB-CINS-24-1998, BOIB-CINS-28-1998, BOIB-CINS-32-1998, BOIB-CINS-35-1998, BOIB-CINS-36-1998,</i> <b>Education</b> : Master's degree or Certificate in Leadership and Management from the CSC <b>Experience</b> : 4 years of supervisory / management experience <b>Training</b> : 40 hours of supervisory / management training / learning and development intervention <b>Eligibility</b> : Career Service (Professional) Second Level Eligibility	<b>1 – Planning Officer V (SG 24)</b> <i>Item No.: BOIB-PLO5-1-2015</i> <b>Education</b> : Master's degree or Certificate in Leadership and Management from the CSC <b>Experience</b> : 4 years of supervisory / management experience <b>Training</b> : 40 hours of supervisory / management training / learning and development intervention <b>Eligibility</b> : Career Service (Professional) Second Level Eligibility		
<b>1 – Planning Officer IV (SG 22)</b> <i>Item No.: BOIB-PLO4-1-1998</i> <b>Education</b> : Bachelor's degree relevant to the job <b>Experience</b> : 3 years of relevant work experience <b>Training</b> : 16 hours of relevant training <b>Eligibility</b> : Career Service Professional: Second Level Eligibility	<b>1 – Attorney IV (SG 23)</b> <i>Item No.: BOIB-ATY4-15-2014</i> <b>Education</b> : Bachelor of Laws <b>Experience</b> : 2 years of relevant work experience <b>Training</b> : 8 hours of relevant training <b>Eligibility</b> : RA 1080 (Bar Eligibility)		
<b>1 – Administrative Officer V (Management and Audit Analyst III) (SG 18)</b> <i>Item No.: BOIB-ADOF5-6-2014</i> <b>Education</b> : Bachelor's degree relevant to the job <b>Experience</b> : 2 years of relevant work experience <b>Training</b> : 8 hours of relevant training <b>Eligibility</b> : Career Service Professional: Second Level Eligibility	<b>1 – Senior Investments Specialist (SG 18)</b> <i>Item No.: BOIB-SRIWS-25-1998</i> <b>Education</b> : Bachelor's degree relevant to the job <b>Experience</b> : 2 years of relevant work experience <b>Training</b> : 8 hours of relevant training <b>Eligibility</b> : Career Service Professional: Second Level Eligibility		
<table border="1" style="width: 100%;"> <tr> <td data-bbox="82 1134 1068 1553"> <b>30 – Investments Specialist (SG 15)</b>  <i>Item Nos.: BOIB-IMENTS-4-1998, BOIB-IMENTS-7-1998, BOIB-IMENTS-10-1998, BOIB-IMENTS-11-1998, BOIB-IMENTS-14-1998, BOIB-IMENTS-20-1998, BOIB-IMENTS-23-1998, BOIB-IMENTS-26-1998, BOIB-IMENTS-28-1998, BOIB-IMENTS-29-1998, BOIB-IMENTS-31-1998, BOIB-IMENTS-39-1998, BOIB-IMENTS-40-1998, BOIB-IMENTS-43-1998, BOIB-IMENTS-49-1998, BOIB-IMENTS-53-1998, BOIB-IMENTS-54-1998, BOIB-IMENTS-57-1998, BOIB-IMENTS-63-1998, BOIB-IMENTS-65-1998, BOIB-IMENTS-68-1998, BOIB-IMENTS-70-1998, BOIB-IMENTS-77-1998, BOIB-IMENTS-80-1998, BOIB-IMENTS-82-1998, BOIB-IMENTS-83-1998, BOIB-IMENTS-85-1998, BOIB-IMENTS-91-1998, BOIB-IMENTS-98-1998, BOIB-IMENTS-102-1998</i>  <b>Education</b> : Bachelor's degree relevant to the job  <b>Experience</b> : 1 year of relevant work experience  <b>Training</b> : 4 hours of relevant training  <b>Eligibility</b> : Career Service Professional; Second Level Eligibility           </td> <td data-bbox="1075 1134 1562 1553"> <b>1 – Administrative Officer IV (Management and Audit Analyst II) (SG 15)</b>  <i>Item No.: BOIB-ADOF4-5-2014</i>  <b>Education</b> : Bachelor's degree relevant to the job  <b>Experience</b> : 1 year of relevant work experience  <b>Training</b> : 4 hours of relevant training  <b>Eligibility</b> : Career Service Professional; Second Level Eligibility           </td> </tr> </table>		<b>30 – Investments Specialist (SG 15)</b> <i>Item Nos.: BOIB-IMENTS-4-1998, BOIB-IMENTS-7-1998, BOIB-IMENTS-10-1998, BOIB-IMENTS-11-1998, BOIB-IMENTS-14-1998, BOIB-IMENTS-20-1998, BOIB-IMENTS-23-1998, BOIB-IMENTS-26-1998, BOIB-IMENTS-28-1998, BOIB-IMENTS-29-1998, BOIB-IMENTS-31-1998, BOIB-IMENTS-39-1998, BOIB-IMENTS-40-1998, BOIB-IMENTS-43-1998, BOIB-IMENTS-49-1998, BOIB-IMENTS-53-1998, BOIB-IMENTS-54-1998, BOIB-IMENTS-57-1998, BOIB-IMENTS-63-1998, BOIB-IMENTS-65-1998, BOIB-IMENTS-68-1998, BOIB-IMENTS-70-1998, BOIB-IMENTS-77-1998, BOIB-IMENTS-80-1998, BOIB-IMENTS-82-1998, BOIB-IMENTS-83-1998, BOIB-IMENTS-85-1998, BOIB-IMENTS-91-1998, BOIB-IMENTS-98-1998, BOIB-IMENTS-102-1998</i> <b>Education</b> : Bachelor's degree relevant to the job <b>Experience</b> : 1 year of relevant work experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : Career Service Professional; Second Level Eligibility	<b>1 – Administrative Officer IV (Management and Audit Analyst II) (SG 15)</b> <i>Item No.: BOIB-ADOF4-5-2014</i> <b>Education</b> : Bachelor's degree relevant to the job <b>Experience</b> : 1 year of relevant work experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : Career Service Professional; Second Level Eligibility
<b>30 – Investments Specialist (SG 15)</b> <i>Item Nos.: BOIB-IMENTS-4-1998, BOIB-IMENTS-7-1998, BOIB-IMENTS-10-1998, BOIB-IMENTS-11-1998, BOIB-IMENTS-14-1998, BOIB-IMENTS-20-1998, BOIB-IMENTS-23-1998, BOIB-IMENTS-26-1998, BOIB-IMENTS-28-1998, BOIB-IMENTS-29-1998, BOIB-IMENTS-31-1998, BOIB-IMENTS-39-1998, BOIB-IMENTS-40-1998, BOIB-IMENTS-43-1998, BOIB-IMENTS-49-1998, BOIB-IMENTS-53-1998, BOIB-IMENTS-54-1998, BOIB-IMENTS-57-1998, BOIB-IMENTS-63-1998, BOIB-IMENTS-65-1998, BOIB-IMENTS-68-1998, BOIB-IMENTS-70-1998, BOIB-IMENTS-77-1998, BOIB-IMENTS-80-1998, BOIB-IMENTS-82-1998, BOIB-IMENTS-83-1998, BOIB-IMENTS-85-1998, BOIB-IMENTS-91-1998, BOIB-IMENTS-98-1998, BOIB-IMENTS-102-1998</i> <b>Education</b> : Bachelor's degree relevant to the job <b>Experience</b> : 1 year of relevant work experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : Career Service Professional; Second Level Eligibility	<b>1 – Administrative Officer IV (Management and Audit Analyst II) (SG 15)</b> <i>Item No.: BOIB-ADOF4-5-2014</i> <b>Education</b> : Bachelor's degree relevant to the job <b>Experience</b> : 1 year of relevant work experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : Career Service Professional; Second Level Eligibility		
<b>4 – Investments Analyst (SG 11)</b> <i>Item Nos.: BOIB-IMENTA-1-1998, BOIB-IMENTA-2-1998, BOIB-IMENTA-11-2014, BOIB-IMENTA-14-2014</i> <b>Education</b> : Bachelor's degree relevant to the job <b>Experience</b> : None Required <b>Training</b> : None Required <b>Eligibility</b> : Career Service Professional; Second Level Eligibility	<b>1 – Administrative Assistant V (Private Secretary I) (SG 11)</b> <b>Coterminous</b> <i>Item No.: BOIB-ADAS5-2-2015,</i> <b>Education</b> : Completion of two (2) years in College <b>Experience</b> : None Required <b>Training</b> : None Required <b>Eligibility</b> : None Required	<b>1 – Administrative Aide VI (Clerk III) (SG 6)</b> <i>Item No.: BOIB-ADA6-13-2014</i> <b>Education</b> : Completion of two (2) years in College <b>Experience</b> : None Required <b>Training</b> : None Required <b>Eligibility</b> : Career Service (Subprofessional); First Level Eligibility	

**Please submit the ff:**

- Application Letter (indicating 1 office and 1 item number being applied for)
- Resume
- Diploma
- Transcript of Records
- Notarized Personal Data Sheet (CSC Form 212 rev. 2017) With Work Experience Sheet
- Latest annual performance rating
- Certificate of Employment from current & previous employers
- Photocopies of Certificate of Trainings/Seminars
- Certificate of Eligibility; Bar/Board Certificate

Please visit our website at <https://boi.gov.ph/about-boi/careers/> for the complete list of job ads with job functions and set of competencies for each position. Applicant/s with incomplete documents will not be processed.

**DEADLINE FOR SUBMISSION:**

**14 November 2022**

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).