

**EF 3. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED
PROFESSIONAL STAFF**

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations].

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained].

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. Indicate relevant work experience of the staff member in his/her nominated position. For experience in last ten years, also give types of activities performed and client references, where appropriate].

Trainings:

[Give a list of the staff member's trainings undertaken that are relevant to his/her field of profession].

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing].

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Further, the undersigned hereby confirm that I am exclusively committing my services to *[name of Firm]* and make myself available for the performance of the services required as *[nominated position]* for the Construction Management and Supervision of BCDA Remaining Infrastructure Works Inside Bonifacio Global City (Package 1).

_____ Date: _____
[Full name and signature of staff member] *Day/Month/Year*

_____ Date: _____
[Full name and signature of the authorized representative of the firm] *Day/Month/Year*