

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED TEAM LEADER

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Registered Profession: _____

Date of Birth: _____ Nationality: _____

Years with Firm: _____ Position in the Firm: _____

Education

[Summarize college/university and other specialized education, giving names of schools, dates attended, and degrees obtained using the matrix below]

College/University	Degree/Title Obtained	Inclusive Dates

Trainings/Seminars

[Summarize the trainings, seminars and workshops undertaken, including those conducted by the nominated key staff, using the matrix below]

Title/Description	Conducted by	Inclusive Dates	Venue	Involvement*

*Such as participant, speaker or trainer

Similar Projects Undertaken

[Provide outline of projects undertaken using the matrix below]

Title/Description	Client	Position	Completion Date

Projects Presently Being Undertaken

[Provide outline of on-going projects using the matrix below]

Title/Description	Client	Position	Start Date	End Date

Memberships in Professional Societies

[Give an outline of memberships in professional societies using the matrix below]

Name of Society/Commission	Date of Conferment/Registration	License/Professional Number	Validity Date

Languages

[Using the format below, indicate proficiency of languages familiar with proficiency whether excellent, good, fair, or poor in speaking, reading, and writing]

Language	Proficiency		
	Speaking	Reading	Writing

Employment Record:

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

Certification:

I, *[full name of proposed professional staff]*, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Commitment:

I further commit that I shall work for the project to accomplish the Recertification of the BCDA Quality Management System (QMS) to the ISO 9001:2015 Standard as Team Leader of *[name of bidding firm]* once awarded the contract.

_____ Date: _____
[Signature over printed name of nominated key staff]

_____ Date: _____
[Signature over printed name of authorized representative of the firm]

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ **until** _____

Roll of Attorneys No. _____

PTR No. ____, *[date issued]*, *[place issued]*

IBP No. ____, *[date issued]*, *[place issued]*

Doc. No. ____

Page No. ____

Book No. ____

Series of _____.

<p>Important Note: Provide applicable documents to substantiate professional registration, educational attainment and trainings undertaken. Only those attainments and undertakings with supporting documents will be considered for evaluation.</p>
