



Department of National Defense
PHILIPPINE VETERANS AFFAIRS OFFICE
 Veterans Compound, Camp General Emilio Aguinaldo, Quezon City

JOB POSTING FORM

Office / Division / Unit	Number of Position	Item No.	Position/SG	Qualifications
PVAO /Claims Division	1		Administrative Aide 3	<p>Educational Background : Completion of two (2) years studies in college</p> <p>(Eligibility : Career Service (Sub-Professional)/First Level</p> <p>Work Experience : None required</p> <p>Training : None required</p> <p>Skill/Competencies : Computer Literate</p> <p>Ability to learn new job-related information and skills</p> <p>Ability to organize and keep files for easy access/retrieval</p> <p>Customer/Service oriented to be able to meet the needs of the veterans & beneficiaries</p>
Job Description/Functions				
<p>No. of plantilla position - One (1) for FSEO Pangasinan</p> <ol style="list-style-type: none"> 1. Receives and issue all types of claim application. 2. Receives and records/encodes all incoming and outgoing communications in the logbooks and electronic database. 3. Maintains simple electronic database for all communications coming from the Central Office, claimants, and other government agencies/private institutions. 4. Receives and pre-evaluate Pensioners Update Form, Report of Death, and PVAO ID application. 5. Prepares communication for transmittal to the Central Office. 6. Files incoming and outgoing communications. 7. Attends to walk-in claimant's and answer phone calls regarding queries concerning their claim. 				

Submitted by:

Raquel A. Cajuguiran
RAQUEL A. CAJUGUIRAN
 Chief, Claims Division