



JOB POSTING FORM

Office / Division / Unit	Number of positions requested	Item No.	Position/SG	Qualifications
Management Information Division	One (1)	Contract of Service (COS)	Information Quality Specialist as COS Employee / Salary P14,000.00	Educational Background: Bachelor's Degree relevant to the job Eligibility: Not required; Eligibility is an advantage
Job Description/Functions				
<ol style="list-style-type: none"> 1. Contract of Service (COS) as Information Quality Specialist with Salary of P14,000.00, to be assigned at Data Center Section; 2. Provides quality assurance to all updated/encoded pension claims (proof-reading) and reports on verified inconsistent claims for appropriate actions; 3. Electronic archiving of MID archaic records and other related files for records keeping and managing such as scanning/imaging, photocopying, recording and filing the records; 4. Performs various database updating and query verification on the following pension claims: <ol style="list-style-type: none"> a. Active pensions to deceased and vice-versa including all reported deaths transmitted from VRMD b. Termination of pension claims respectively due to veteran's death and other than deaths from concerned divisions c. Memos on approved corrections, inclusions and completion of data in the veteran records information and background 5. Performs other duties that may be assigned. 				Work Experience: Not required Training: Not required Skills / Competencies: <ol style="list-style-type: none"> 1. Technical skills – ability to demonstrate knowledge and skills in using MS Office applications and other IT productivity tools. 2. Written and Oral Communication – ability to express oneself clearly in business writing, conversations and interactions with others. 3. Attention to Details – ability to follow procedures and ensure accuracy of one's own work. 4. Personal Credibility – able to demonstrate concern that one be perceived as responsible, reliable & trustworthy 5. Stress Management – ability to keep functioning effectively and maintains self-control when under pressure. 6. Initiative - ability to identify what need to be done and doing it before being asked or before the situation requires it. 7. Adaptability – ability to being effective while dealing with different people or various situations, tasks & responsibilities

Submit application letter, duly accomplished Personal Data Sheet, copy of Authenticated Civil Service eligibility/PRC License and School Transcript of Records to the Personnel Action and Services Section, Administrative Division, Philippine Veterans Affairs Office, Camp Gen. Emilio Aguinaldo, Quezon City or email to pvaorecruitment@gmail.com with the subject title "Application – (insert position and respective item no.)."

Deadline for submission of application is on _____. Only short-listed applicants will be called for examination and interview. For more information you may contact Ms. Joanna Mae Esquibel, HR Assistant at Tel. No. +63 02 912 1929.

Submitted by:

COL. AGERICO G. AMAGNA III, PAF (RET)
 Acting Chief, Management Information Division