

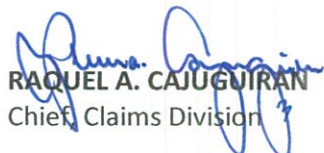


Department of National Defense  
**PHILIPPINE VETERANS AFFAIRS OFFICE**  
 Veterans Compound, Camp General Emilio Aguinaldo, Quezon City

### JOB POSTING FORM

Office / Division / Unit	Number of position requested	Item No.	Position/SG	Qualifications
PVAO /Claims Division	1		<b>Administrative Aide - COS</b>	<p><b>Educational Background :</b> Completion of two (2) years studies in college</p> <p><b>Eligibility :</b> Career Service (Sub-Professional)/First Level</p> <p><b>Work Experience :</b> None required</p> <p><b>Training :</b> None required</p> <p><b>Skill/Competencies :</b></p> <p>Computer Literate Proficient in MS Office Applications</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 &amp; beneficiaries</p>
<b>Job Description/Functions</b>				
<p><b>No. of COS requested - One (1) for FSEO Zamboanga</b></p> <ol style="list-style-type: none"> <li>1. Encodes all claim applications, Pensioners Update Form &amp; application for Pensioner's ID. Maintain simple database for pensioners in their area of responsibility</li> <li>2. Receives/sort and record incoming and outgoing communications</li> <li>3. Prepares transmittal reports including reports of death to be forwarded to Central Office</li> <li>4. Update Office's Information Kit from time to time</li> <li>5. Maintains files of communications, office directives and other reports for reference</li> <li>6. Attends to walk-in claimant's and answer phone calls regarding queries concerning their claim</li> </ol>				

Submitted by:

  
**RAQUEL A. CAJUGUIRAN**  
 Chief, Claims Division