


**Philippine Veterans Affairs Office  
Request for Publication of Vacant Positions**

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Philippine Veterans Affairs Office in the CSC website:

  
**LTGEN. ERNESTO G. CAROLINA, AFP (RET)**  
 Administrator H  
 Date: 26-Jul-18

| No. | Position Title                     | Plantilla Item No.      | Salary/<br>Job/<br>Pay<br>Grade | Annual Salary | Qualification Standards   |                               |  |  |                               | Place of Assignment                                       |
|-----|------------------------------------|-------------------------|---------------------------------|---------------|---|-------------------------------|--|--|-------------------------------|---|
|     |                                    |                         |                                 |               | Education   | Training                      | Experience   | Eligibility  | Competency<br>(if applicable) |   |
| 1   | Supervising Administrative Officer | AFP-PVAOC-SADOF-7-2010  | 22                              | P704,604.00   | Bachelor's Degree relevant to the job preferably Accountant, Business Management, Banking and Finance | 16 hours of relevant training | 3 years relevant experience in position/s involving supervision    | Career Service (Professional)/ Second Level Eligibility) |                               | Finance Division  |
| 2   | Special Investigator III           | AFP-PVAOC-SPI3-4-1998   | 18                              | P457,020.00   | Bachelor's Degree   | 8 hours of relevant training  | 2 years of relevant experience                                     | Career Service (Professional)/ Second Level Eligibility) |                               | Legal Affairs Division                                    |
| 3   | Senior Veterans Assistance Officer | AFP-PVAOC-SRVAO-14-2010 | 18                              | P457,020.00   | Bachelor's Degree   | 8 hours of relevant training  | 2 years of relevant experience in position/s involving supervision | Career Service (Professional)/ Second Level Eligibility) |                               | Veterans Memorial and Historical Division (Balete Shrine) |

|   |                                     |                         |    |             |  |   |  |   |  |  |
|---|-------------------------------------|-------------------------|----|-------------|--|---|--|---|--|--|
| 4 | Administrative Officer V            | AFP-PVAOC-ADOF5-19-2005 | 18 | P457,020.00 | Bachelor's Degree                        | 8 hours of relevant training            | 2 years of relevant experience in position/s involving supervision | Career Service (Professional)/ Second Level Eligibility)    |  | Office of the Administrator - Public Affairs Office  |
| 5 | Planning Officer II                 | AFP-PVAOC-PLO2-2-2010   | 15 | P348,120.00 | Bachelor's degree relevant to the job    | 4 hours of relevant training            | 1 year of relevant experience                                      | Career Service (Professional)/ Second Level Eligibility     |  | Planning and Management Division                     |
| 6 | Assistant Financial Claims Examiner | AFP-PVAOC-AFCE-82-1998  | 7  | P183,048.00 | Completion of 2 years studies in college | none required                           | none required  | Career Service (Sub-Professional)/ First Level Eligibility) |  | Field Service Extension Office - Batac Ilocos Norte  |
| 7 | Administrative Aide VI              | AFP-PVAOC-ADA6-14-2005  | 6  | P172,080.00 | Completion of 2 years studies in college | 4 hours of relevant HR related training | 1 year of relevant experience in HR                                | Career Service (Sub-Professional)/ First Level Eligibility) |  | Human Resource Development Division                  |
| 8 | Administrative Aide III             | AFP-PVAOC-ADA3-45-2005  | 3  | P142,968.00 | Bachelor's Degree                        | none required                           | none required  | Career Service (Sub-Professional)/ First Level Eligibility) |  | Field Service Extension Office - Lingayen Pangasinan |
| 9 | Administrative Aide III             | AFP-PVAOC-ADA3-44-2005  | 3  | P142,968.00 | Bachelor's Degree                        | none required                           | none required  | Career Service (Sub-Professional)/ First Level Eligibility) |  | Claims Division                                      |

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than 5 August 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

  
MARICIEL E. ESTACIO, MNSA

Chief, Human Resource Development Division

Philippine Veterans Affairs Office, Camp General

Emilio Aguinaldo, Quezon City

[pvaorecruitment@gmail.com](mailto:pvaorecruitment@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**