



JOB POSTING FORM

Office / Division / Unit	Number of positions requested	Item No.	Position/SG	Qualifications
PVAO /Claims Division/ FSEO Annex Dumaguete	1		Administrative Aide - COS	<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 :</p> <ol style="list-style-type: none"> 1. Computer Literacy - able to operate standard personal computer and use of MS office programs especially Word & Excel. 2. Customer/Service oriented - able to take effort to discover and meet the needs of the veterans & their beneficiaries. 3. Initiative - self-starter and takes action beyond what is necessarily called for in order to achieve goals. 4. Integrity - ability to maintain and promote social, ethical and organizational norms in conducting internal and external business activities. 5. Teamwork - able to adhere and practice teambuilding processes and principles, working-togetherness norms in the daily disposal of work duties and responsibilities. 6. Attention to details - accomplishes tasks thoroughly with concern to all data and information involved.
Job Description/Functions				
<ol style="list-style-type: none"> 1. Encode all claim applications, Pensioners Update Form & application for Pensioner's ID. Maintain simple database for pensioners in their area of responsibility. 2. Receive/sort and record incoming and outgoing communications. 3. Prepare transmittal letters on various documents and reports to be forwarded to Central Office. 4. Update Office's Information Kit from time to time. 5. Maintains files of communications, office directives and other reports for reference. 6. Attend to walk-in claimant's and answer phone calls regarding queries concerning claims on veterans benefits and among others. 				

Submitted by:

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 Chief, Claims Division