



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

### JOB POSTING FORM

Office / Division / Unit	Number of positions requested	Item No.	Position/SG	Qualifications
GSSMD – General Services Section	1	COS	Administrative Aide	<b>Educational Background:</b> At least 2 <sup>nd</sup> year College  <b>Eligibility:</b> None  <b>Work Experience:</b> At least 1 year work experience as administrative support personnel  <b>Training:</b> None required
<b>Duties and Responsibilities</b>				
<ul style="list-style-type: none"> <li>• Maintains systematic filing of electronic and physical records that will facilitate easy retrieval when necessary</li> <li>• Prepares draft routine and non-routine communications;</li> <li>• Assists in preparing accomplishment reports and other mandatory requirements;</li> <li>• Assists in updating PPE/Inventory records</li> <li>• Performs general administrative duties , such as but not limited to word processing, filing and photocopying;</li> </ul>				
<b>Functional Competencies</b>				
(Request assistance of HRDD in determining the appropriate competencies for the said position)				
<b>Leadership Competencies</b>				

PVAO is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristics protected by law.

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, Human Resource Development Division, Philippine Veterans Affairs Office, Camp Gen. Emilio Aguinaldo, Quezon City or email to [careers.hrdd@pva.gov.ph](mailto:careers.hrdd@pva.gov.ph) 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-Rubio, HR Assistant at Tel. No. +63 02 8912 1929.

Submitted by:



ENGR. VALERICO C. LIM III, MNSA

Signature over Printed Name

Acting Chief, GSSMD

Position