



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	Salary	Position/SG	Qualifications
CLAIMS DIVISION / Records Control and Communication Section	1	13,000	COS	<p><b>Educational Background:</b> College Graduate of any degree, preferably AB English or any communication degree holder</p> <p><b>Eligibility:</b> Sub Professional Eligibility</p> <p><b>Work Experience:</b> Not required</p> <p><b>Training:</b> Not required</p> <p><b>Skills / Competencies:</b></p> <ol style="list-style-type: none"> <li>1.) <i>Has understanding of RA 6948, RA 7696, and other related laws.</i></li> <li>2.) <i>Computer Literacy – able to operate standard PC and use of MS Office programs especially Word and Excel.</i></li> <li>3.) <i>Written Communication – able to prepare written communication and other kinds of correspondence needed to perform the job</i></li> <li>4.) <i>Attention Details – Thoroughness in accomplishing a task through concern for all the areas involved, no matter how small.</i></li> <li>5.) <i>Identifies issues, problems and opportunities – Recognizes issues, problems, or opportunities and determines whether action is needed.</i></li> <li>6.) <i>Gathers data – Collects and uses facts that are relevant to understanding a specific situation or making a solid, timely decision.</i></li> <li>7.) <i>Interprets information – Integrates information from a variety of sources; detects trends, associations and cause and effect relationships.</i></li> <li>8.) <i>Considers consequences – Thinks through the implications or potential consequences of actions; defines success and uses that to test the soundness of decisions and plans; challenges his or her own and others' assumptions to fully test conclusions.</i></li> </ol>
<b>Job Description/Functions</b>				
<ol style="list-style-type: none"> <li>1. Prepares letter to claimant, reply letter to endorsers (e.g. government agencies), endorsement letters, routing slips and other related correspondence;</li> <li>2. Receives, encodes and monitors communication letters/correspondence;</li> <li>3. Receives/Photocopy and distribute incoming/outgoing Memoranda to concern employees / other division.</li> <li>4. Performs other duties as may be assigned from time to time.</li> </ol>				

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:

  
RAQUEL A. CAJUGUIRAN  
Chief, Claims Division