



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

JOB POSTING FORM

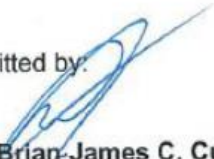
Office / Division / Unit	Number of positions requested	Proposed Salary	Position Title	Qualifications
Planning and Management Division	One (1)	(P 11,999)	COS – Document Controller	<p>Educational Background: Graduate of Secretarial, Office Administration or any Bachelor's Degree in related field.</p> <p>Eligibility: CSC Sub Professional/ Professional Eligibility is an advantage but not required</p> <p>Work Experience: 1-2 year experience in Office Administration will have preference.</p> <p>Training: Intermediate skills in Microsoft Office application (Word, Power point, and Excel)</p> <p>Competencies:</p> <ul style="list-style-type: none"> • Filing and record keeping of reports, memos and other communications for easy reference. • Maintains the record schedule of retention and disposal of each service/division. • Ensures the organized and easy retrieval of hard and soft copies (when applicable) in the database system. • Follows procedures on how to accomplish a task to avoid accident, wastage of resources, and keeping up with the schedule. • Screens, classifies and reviews incoming documents for action/signature of official concerned. • Gathers data and other information required by the officials in relation to duties and assignments. • Operates office equipment such as facsimile, scanners and photocopying machines. • Maintains scheduling and events calendar. - Demonstrates telephone and other communication skills (i.e. clarifying, providing feedback, etc.).
Job Description/Functions				
<ol style="list-style-type: none"> 1. Organize and Archive Documents (scanning documents, copying documents, physically or electronically filing documents, organizing documents and ensuring documents are saved) all internal communications such as Memoranda, Office Order, Letter Order, Conference Notice and Notice of Meeting; external communications such as DBM, COA, DND, Ombudsman Reports. 2. Fulfill Documents Retrieval Requests (handle the retrieval of documents either as directed by employees of Officer and then provides the requested materials). 3. Maintain/control documents (edit or review documents/forms used by the agency such as Leave or COC forms (supply, vehicle, snacks etc.) assist employees with filing out proper paperwork and with the filing process of the documents this include correcting template, fonts and style, pagination and numbering and other activities that may be required). 4. Encode and Monitor all incoming/outgoing communications (internal/external). 5. Consolidate Attendance Sheet and DTRs and prepares regular monitoring reports of leaves/tardiness and CTO used by PMD Personnel. 6. Distribute and Maintain confidentiality around sensitive information of agency issuances accordingly to every section, unit and concerned personnel of the division. 7. Coordinate all activities related to PMD such as seminars/ workshops/ meetings and other events (internal and external) 8. Assist in other administrative and clerical work such as gathering, compiling and binding reference materials needed in a particular report that is to be submitted to DND, COA, DBM and other external institutes; answering client and employee queries thru phone call, LAN messenger and email. 9. Perform other duties that may be assigned. 				

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 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:



Atty. Brian James C. Cuevas
Chief, Planning and Management Division