



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
VMHD (Aquino-Diokno Memorial)	1	COS	Museum Curator / ₱17,000.00 per month	<p>Educational Background: Bachelor's Degree relevant to the job</p> <p>Eligibility: Civil Service Second Level (Professional) Eligibility preferred but not required</p> <p>Work Experience: At least 2 years of relevant work experience</p> <p>Training: 8 hours relevant training</p> <p>Skills / Competencies:</p> <ul style="list-style-type: none"> • Ability to manage and lead • Can easily adjust to change • Computer skills • Articulate in both oral and written communication • Can work without supervision • Has a clear vision/goals for the development of the shrine
Job Description/Functions				
<ul style="list-style-type: none"> • Administers the management of the Aquino-Diokno Memorial • Crafts plans and programs regarding the upkeep, maintenance, development, improvement, and preservation of the Aquino-Diokno Memorial • Leads the conduct of identification, collection, maintenance and preservation of historical relics or documents in the Aquino-Diokno Memorial • Educates tourists and visitors regarding the historical chronicles, the chronology of events, and the significance of the Aquino-Diokno Memorial • Administers the physical preparation for special programs/activities conducted in the Aquino-Diokno Memorial • Perform such other related functions as instructed by higher authorities 				

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@pvao.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:


BGEN RESTITUTO L AGUILAR AFP (RET)
 Acting Chief, Veterans Memorial and Historical Division