



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 14,000)	COS - Administrative for Planning and Management	<p>Educational Background: Graduate of English, Journalism, Public Administration, or any Bachelor's Degree in related field.</p>
Job Description/Functions				<p>Eligibility: CSC Sub Professional/ Professional Eligibility is an advantage but not required</p> <p>Work Experience: 1-2 year experience as Administrative Assistant 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"> • Consults peers for possible solutions or approaches to work issues. • Escalates issues which are beyond one's scope of capability to resolve or address. • Notices, safeguards or ensures when data appear wrong or incomplete, or needs verification. • Applies current graphic and desktop design software to produce graphic art and visual materials for promotions, packaging, and informative and instructional material. • Performs duplication and production of printed documents/materials and finishing services such as cutting, binding and distribution
<ol style="list-style-type: none"> 1. Handling office tasks such as filing of supporting documents and vouchers, preparation of technical reports and presentations, transcribe minutes from meetings, conduct of research, and setting up for meetings. 2. Provides real-time scheduling support by booking appointments and prevents meeting conflict of schedules. 3. Liaise with PVAO divisions on compliance submission and other cascading requests. 4. Other administrative tasks as may be assigned 				

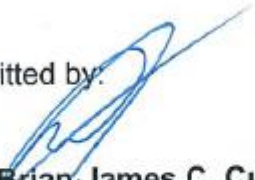
PVAO is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristics protected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

Submitted by:


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