



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	1	COS	Administrative Assistant II SG-8/P12,000.00/month	<p>Educational Background: Completion of 2 years studies in college</p> <p>Eligibility: CS (Sub Professional) First Level Eligibility is an advantage</p>
Job Description/Functions				<p>Work Experience: 1 year of relevant experience</p> <p>Training: 4 hours of relevant training</p> <p>Skills / Competencies: -Pleasing personality -Excellent in oral and written communication -Computer literate -Knowledge of basic computer software -Knowledge/passion in military history -Can work under extreme pressure -Can work beyond office hours, during weekends and holidays -Can work with minimal supervision -Basic knowledge in Tour Guiding</p>
<p>MOUNT SAMAT NATIONAL SHRINE</p> <ul style="list-style-type: none"> • Assists in recording all incoming/outgoing documents of the shrine; • Maintains a record of all veteran related events and after activity reports of the shrine; • Assist in the successful commemoration of all veteran related events; • Assists in the preparation of all administrative documents of the shrine for submission; • Assists the Shrine Curator in the preparation of official correspondences; • Schedule group/educational tours coordinated at the shrine; • Assists in accommodating tourists/visitors if necessary; and • Perform such other related functions as instructed by immediate supervisor. 				

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