



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

**JOB POSTING FORM**

Office / Division / Unit	Number of position requested	Item No.	Position/SG	Qualifications
Human Resource Development Division (HRDD)/ Secretariat and Administrative Services Unit	1	COS	Administrative Clerk / P13,000.00 per month	<b>Educational Background:</b> Bachelor's Degree  <b>Eligibility:</b> CS Eligibility is an advantage  <b>Work Experience:</b> None required  <b>Training:</b> None required
<b>Job Description/Functions</b>				
a. Liaise with other divisions, sections and units regarding HR concerns; b. Receive and deliver documents, mail and office communications; c. Updates database of incoming and outgoing communications and monitor compliance to directives/ requests of the C,HRDD d. Prepares routine/ simple communications; e. Attends to telephone inquiries, take and relay messages; and f. Perform other duties 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](mailto: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 Esquibel-Rubio, HR Assistant at Tel. No. +63 02 8912 1929.

Submitted by:

  
**MARICIEL E. ESTACIO, MNSA**  
 Chief, Human Resource Development Division