



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 / Personnel Actions and Services Section	1	COS	HR Assistant / P17,000.00 per month	<p>Educational Background: Bachelor's Degree</p> <p>Eligibility: CS Eligibility is an advantage</p> <p>Work Experience: None required</p> <p>Training: None required</p>
Job Description/Functions				
<p>a. Assist in the planning and preparation of meetings, conferences and other HR-related activities (preparation and distribution of notices of meetings, requests for contributions of items of the agenda, notifications of attendees, preparation of references and materials, coordination for preparation of venue and other logistical requirements, etc.);</p> <p>b. Assist in the processing and review of employment applications to evaluate the qualifications and eligibility of applicants;</p> <p>c. Conduct background investigation of applicants;</p> <p>d. Undertake coordination with applicants via e-mail, regular mail and telephone;</p> <p>e. Draft minutes of meetings, summary of discussion, and actions taken during meetings of the PVAO Promotion and Selection Board (PSB) and Committee on the Selection, Retention and Separation of Consultants and Contracts of Service Personnel (CSRSCCS);</p> <p>f. Organize and safe-keep minutes and notices of meetings;</p> <p>g. Coordinate with staff and other offices with external contracts and draft internal and external correspondences; and</p> <p>h. Perform other related duties as may be assigned.</p>				

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 Esquibel-Rubio, HR Assistant at Tel. No. +63 02 8912 1929.

Submitted by:

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