



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
Veterans Affairs Management Division	1	COS	Sociologist P20,000.00 per month	<p>Educational Background: Bachelors degree related to Sociology of Psychology</p> <p>Eligibility: None required but an advantage</p> <p>Work Experience: None required but an advantage</p> <p>Training: None required</p>
Job Description/Functions				
<p>General Responsibilities</p> <ol style="list-style-type: none"> 1. Studies the veterans and the veterans organizations on various levels, putting a strong emphasis on political systems, and veterans' responses to change; 2. Doing research works and develops methods of data collection, such as questionnaires or interviews that may be of help to veterans and dependents of PVAO pensioners; 3. Gives inputs in the formulation of policies and programs for the development of veterans and veterans organizations. <p>Specific responsibilities</p> <ol style="list-style-type: none"> 1. Conducts PVAO Survey during veterans assemblies, meetings, and other veterans-related events as one of the important component of the Veterans Help Desk; 2. Coordinates with the Section Chief, Veterans Affairs and Services Section in the preparation of PVAO Survey Report and GAD-related submissions to PVAO Management Committee and to the GFPS, respectively; 3. Maintain the Division's Facebook/ Social Media Account, and shall be in-charge of submission of inputs to the Strategic Communications for update/s in the PVAO website; 4. Gather inputs from the Veterans Affairs and Services Section, and the Veterans Assets and Monitoring Section of VAMD for the formulation of policies; 5. Analyze the groups of veterans and veterans organizations their social behavior by studying the different veterans organizations, one is able to develop theories that explain veterans' social behavior; 6. Prepares analysis report and recommendation on surveys conducted pertaining veterans socio-economic status. 				

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, HR Assistant at Tel. No. +63 02 912 1929.

Submitted by:



ASFC. RAULZ. CABALLES

Deputy Administrator & OIC, VAMD

