

Republic of the Philippines  
**PHILIPPINE VETERANS AFFAIRS OFFICE**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

DND JAN-22 2021 3:00PM

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PHILIPPINE VETERANS AFFAIRS OFFICE in the CSC website:

MARICIEL E. ESTACIO, MNSA

HRMO

Date: 21-Jan-21

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide III (Clerk I)	AFP-PVAOC-ADA3-39-2005	3	P13,572.00	Completion of two-year studies in college	None required	None required	Relevant MC 11, s. 1996 Career Service (Subprofessional) / First Level Eligibility	<ul style="list-style-type: none"> <li>• Exemplifying Professionalism</li> <li>• Demonstrating Integrity</li> <li>• Communicating Effectively</li> <li>• Collaborating and Partnering</li> <li>• Displaying Resilience</li> <li>• Focusing on Customers</li> <li>• Demonstrating Computer Literacy</li> <li>• Records Management</li> <li>• Clerical/ Executive Assistance Skills</li> <li>• Veterans Services and Affairs Management</li> </ul>	Field Service Extension Office - Tacloban

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than February 4, 2021.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Maricel E. Estacio, MNSA  
 Chief, Human Resource Development Division  
 Camp General Emilio Aguinaldo, Quezon City  
[careers.hrdd@pvaoc.gov.ph](mailto:careers.hrdd@pvaoc.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.