



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	Proposed Salary	Position/SG	Qualifications
Planning and Management Division	One (1)	SG-8 (Php 14,000)	COS – Administrative for Performance Management Evaluation Section	<p>Educational Background: College Graduate with Bachelor's Degree in Accounting or Finance</p> <p>Eligibility: Career Service (Sub-Professional)/ Professional Eligibility is an advantage but not required.</p>
Job Description/Functions				
<ol style="list-style-type: none"> 1. Conducting research, analyzing data, identifying trends, and preparing reports related to office performance evaluation; 2. Assist in analyzing the agency's performance management system and related programs, projects and activities and policies and procedures; 3. Assist in drafting new or revised policies and procedures relative to office performance monitoring and evaluation; 4. Preparing reports (written and power point presentation), office communications, minutes of meetings and other reports that may be assigned; 5. Perform secretariat services during office performance reviews, office meetings and other activities that may be assigned; 6. Liaise with all PVAO divisions and oversight agencies regarding compliance to reportorial requirements and set-up of online/virtual meetings; 7. Manage and control internal and external documents both in hard and electronic copies (e.g. Agency/Division Accomplishment Reports, Office Orders/Memos, Minutes of Meetings, etc.); 8. Perform other administrative tasks that may be assigned. 				<p>Work Experience: 1-2 year/s experience as Administrative Officer/ Assistant related to Program/Project Evaluation or Auditing Services will have preference</p> <p>Training: Intermediate skills in Microsoft Office application (Word, Power point and Excel) and use of online platforms such as Zoom, Google Meet, Cisco Webex, etc.</p> <p>Competencies:</p> <ol style="list-style-type: none"> 1. Exemplifying Integrity 2. Delivering Service Excellence 3. Writing and Speaking Effectively 4. Demonstrating Personal Effectiveness 5. Planning and Delivering 6. Championing and Applying Innovation

Submit application letter, duly accomplished Personal Data Sheet, authenticated copy of 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 – COS – Document Controller for Planning and Management Division).

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. Julienne Macasaet at Tel No. +63 02 912 1929.

Submitted by:

ATTY. BRIAN JAMES C. CUEVAS
 Chief, Planning and Management Division