



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
Human Resource Development Division - Morale and Welfare Section	1	(Contract of Service)	HR Assistant/ GAD Assistant P15,000.00 – P18,000.00	<p>Educational Background: Bachelor's Degree</p> <p>Eligibility: CS Eligibility is an advantage</p> <p>Work Experience: None required</p>
Job Description/Functions				<p>Training: None Required</p>
<p>a. Provide assistance in monitoring and evaluation of the implementation of the PVAO GAD Program;</p> <p>b. Draft memoranda and correspondence;</p> <p>c. Formulate survey questions and administer the same;</p> <p>d. Prepare narrative, graphical and statistical reports on GAD matters;</p> <p>e. Provide technical support in the review and revision of policies of the Agency's GAD Program;</p> <p>f. Design Information and Education materials;</p> <p>g. Undertake coordination with staff in other offices and with external contacts;</p> <p>h. Render technical assistance prior to, during and after each meeting;</p> <p>i. Prepare minutes of the meetings, conferences and other HR-related activities;</p> <p>j. Organize and safekeep paperwork, documents and computer-based information of the PVAO GAD;</p> <p>k. Update social media accounts of GAD; and</p> <p>l. Perform other tasks as may be directed.</p> <p>For Morale and Welfare</p> <p>a. Assist in the conduct of MWS activities – PE, Volunteer activities, Zumba and Town Hall activities, among others;</p> <p>b. Act as moderator of PVAO Employees Forum</p> <p>c. Perform tasks as administrator of PVAO online Agora</p> <p>d. Render secretariat services to the following committees:</p> <ul style="list-style-type: none"> • Secretariat – PVAO GAD – TWG; • Secretariat – Mental Health Program; • Secretariat – MOVE; and • Secretariat – Ad Hoc Committee of VHMCP <p>e. Performs other tasks 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 02 912 1929.