



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	1	AFP-PVAOC-ADA6-14-2005	Administrative Aide VI (Clerk III) / SG-6	<p>Educational Background: Completion of 2 years studies in college</p> <p>Eligibility: Career Service (Subprofessional) / First Level Eligibility</p> <p>Work Experience: None required</p> <p>Training: None required</p> <p>Competency:</p> <ul style="list-style-type: none"> • Exemplifying Professionalism • Demonstrating Integrity • Communicating Effectively • Collaborating and Partnering • Displaying Resilience • Focusing on Customers • Managing Information • Demonstrating Computer Literacy • Records Management • Data Collection and Analysis
Duties and Responsibilities				
<ol style="list-style-type: none"> 1. Compute tardiness and absences of regular, coterminous and contract of service employees based on duly signed and certified Daily Time Records (DTRs); 2. Prepare report of absences, tardiness, undertime and leave without pay of officials and employees; 3. Collate and evaluate all pertinent documents submitted relative to the processing of retirement and terminal leave benefits of officials and employees; 4. Coordinate with concerned agencies/entities in facilitating retirement pay and other benefits due to employees; 5. Docket and update leave credit balances on leave cards; and 6. Perform other duties assigned by immediate supervisors from time to time. 				

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)."

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:


MARICIEL E. ESTACIO, MNSA

Chief, Human Resource Development Division

