



JOB POSTING FORM

Office / Division / Unit	Number of Vacant Position/s	Item No.	Position/SG	Qualifications
Office of the Deputy Administrator	One (1)	AFP-PVAOC-ADAS3-19-2021	Administrative Assistant III (Secretary II-CTO) / SG 9	<p>Educational Background: Completion of two-year studies in College</p> <p>Eligibility: Relevant MC 11, s.1996 / Career Service (Sub professional) / First Level Eligibility</p>
Job Description/Functions				<p>Work Experience: One (1) year of relevant experience</p> <p>Training: Four (4) hours of relevant training</p> <p>Skills / Competencies:</p> <ol style="list-style-type: none"> 1. Professionalism 2. Demonstrating Integrity 3. Communicating Effectively 4. Displaying Resilience 5. Intermediate proficiency in Microsoft Office 6. Administrative writing skills 7. Supply management 8. Inventory control 9. Records Management 10. Continuous Improvement
<ol style="list-style-type: none"> 1. Provides administrative and technical support to ensure efficient operation of the Office of the Deputy Administrator. 2. Exemplifies professional communication via phone, facsimile, e-mail, and other means of communication. 3. Attends to urgent, important and confidential documents in the absence of Administrative Assistant V for the immediate information and/or approval/disapproval of the Deputy Administrator. 4. Maintains proper electronic filing, scanning, and reproducing of signed communications of the Deputy Administrator. 5. Maintains common-use office supplies inventory, determines inventory level, anticipating needed supplies, and prepares an Inventory Report of the common-use office supplies and office equipment of the Office of the Deputy Administrator. 6. Assists in the coordination with concerned officials and/or personnel to attend/join in the scheduled meetings / activities with the Deputy Administrator. 7. Does other related duties that may be assigned 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:

ATTY. ROLANDO D. VILLAFLOR
 Attorney V
 Office of the Deputy Administrator