



Department of National Defense  
**PHILIPPINE VETERANS AFFAIRS OFFICE**  
 Veterans Compound, Camp General Emilio Aguinaldo, Quezon City

### JOB POSTING FORM

Office / Division / Unit	Number of Vacant Positions	Item No.	Position/SG	Qualifications
General Services and Support Management Division	1		Administrative Officer I / SG 10	<p><b>Educational Background:</b> Bachelor's Degree relevant to the job</p> <p><b>Eligibility:</b> CS Professional / 2<sup>nd</sup> Level Eligibility</p> <p><b>Work Experience:</b> No Experience</p> <p><b>Training:</b> No Training</p> <p><b>Skills / Competencies:</b></p> <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>● Adapting to and Managing Change</li> <li>● Managing Information</li> <li>● Data Collection and Analysis</li> <li>● Demonstrating Computer Literacy</li> <li>● Continuous Improvement</li> <li>● Clerical/ Executive Assistance Skills</li> <li>● Records Management</li> </ul>
<b>Duties and Responsibilities</b>				
<ul style="list-style-type: none"> <li>● Undertakes the conduct of procurement using alternative mode</li> <li>● Focal person for PS-DBM procurements of common office supplies;</li> <li>● Lead preparation of PVAO-Wide APP-CSE</li> </ul>				

Submit application letter, duly accomplished Personal Data Sheet, copy of Professional Regulatory commission (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@pva.gov.ph](mailto:careers.hrdd@pva.gov.ph) with the subject title "Application – Contract of Service.

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 Mae Esquibel, HR Assistant at Tel. No. +63 02 8912 1929.

Submitted by:

  
**VALERICO C. LIM III**  
 Acting Chief, GSSMD