



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
VMHD – (Administrative Support Unit)	1		Administrative Officer II / SG-11	<p>Educational Background: Bachelor's Degree relevant to the job</p> <p>Eligibility: Career Service (Professional) / Second Level Eligibility</p> <p>Work Experience: None required</p> <p>Training: None required</p> <p>Skills / Competencies:</p> <ul style="list-style-type: none"> • Exemplifying Professionalism • Demonstrating integrity • Collaborating and Partnering • Managing information • Data Collection and analysis • Computer literacy • Records Management • Can easily adjust to change • Can work under extreme pressure • Articulate in both oral and written communication • Can work with minimal supervision
Job Description/Functions				
<ul style="list-style-type: none"> • Prepare official communication and correspondences of the Division relative to official directives, memoranda, and strategic reports and compliances; • Prepare and consolidate the Division's administrative and strategic reports and compliances; • Monitor the Division's compliance with official directives, memoranda, and office orders; • Lead the preparation of the Project Procurement Management Plan and Annual Procurement Plan of the Division; and • Perform other related work that may be assigned from time to time. 				

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 – Administrative Officer II for Veterans Memorial and Historical Division (Administrative Support Unit)".

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 8912 1929.

Submitted by:


COL AGERICO G AMAGNA III, PAF (RET)
Acting Chief, Veterans Memorial and Historical Division