



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 III / SG 14	<p>Educational Background: Bachelor's Degree relevant to the job</p> <p>Eligibility: CS Professional / 2nd Level Eligibility</p> <p>Work Experience: Not less than 2 years experience in infrastructure projects</p> <p>Training: 4 hours of relevant training</p> <p>Skills/Competencies:</p> <ul style="list-style-type: none"> • Exemplifying Professionalism • Demonstrating Integrity • Communicating Effectively • Collaborating and Partnering • Displaying Resilience • Focusing on Customers • Managing Risk • Monitoring and Evaluating • Managing Performance • Motivating and Developing Others • Adapting to and Managing Change • Managing Information • Demonstrating Computer Literacy • Continuous Improvement • Data Collection and Analysis • Property /Asset Usage and Management • Inventory Management and Procurement
Job Description / Functions				
<ul style="list-style-type: none"> • Oversees provision of technical assistance to end-user units in the preparation of the Project Procurement Management Plans (PPMPs); • Reviews and Endorses to the BAC Secretarial documents relative to the proposed procurement of goods/services and infrastructure projects ensuring completeness of supporting documents; • Coordinates with the end-users regarding any changes or adjustments in their PPMPs • Monitors all procurement requirements of the agency in consonance with the APP; • Guides end-users in identifying applicable mode of procurement • Reviews / analyses historical trends and data and suggests procurement-related improvements 				

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@pvao.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