



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 – (Events Management Section)	1		Administrative Officer IV / SG-15	<p>Educational Background: Bachelor's Degree relevant to the job</p> <p>Eligibility: Career Service (Professional) / Second Level Eligibility</p> <p>Work Experience: 1-year relevant experience</p>
Job Description/Functions				
<ul style="list-style-type: none"> • Supervise the commemoration of all veteran-related events; • Lead the coordination with government/private agencies concerned for all veteran-related events; • Lead the physical preparation on veteran-related events and ensure that program protocols are strictly implemented; • Lead the preparation of After-Activity Reports of all events; • Supervise the preparation of memoranda and budgetary requirements for all veteran-related events; • Ensure the posting and updating of events through the use of tri-media (radio, tv, social media) • Lead the preparation of publicity materials and articles for internal and external publication; and • Performs such other related functions as instructed by higher authorities 				<p>Training: 4 hours relevant training</p> <p>Skills / Competencies:</p> <ul style="list-style-type: none"> • Ability to manage and lead • Can easily adjust to change • Can work under extreme pressure • Computer skills • Knowledge/passion in military history • Articulate in both oral and written communication • Can work beyond office hours, during weekends and holidays • Can work without supervision

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 IV for Veterans Memorial and Historical Division (Events Management Section)".

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:

A handwritten signature in blue ink, consisting of a series of connected loops and strokes, positioned above the printed name.

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