



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 – (Philippine-Korea Technological and Cooperation Center)	1		Administrative Officer IV / SG-15	<p><b>Educational Background:</b> Bachelor's Degree relevant to the job</p> <p><b>Eligibility:</b> Career Service (Professional) / Second Level Eligibility</p> <p><b>Work Experience:</b> 1-year relevant experience</p> <p><b>Training:</b> 4 hours relevant training</p>
<b>Job Description/Functions</b>				
<ul style="list-style-type: none"> <li>• Administer the daily operations, management, maintenance, and security of the PKTCC</li> <li>• Formulate administrative policies for the PKTCC</li> <li>• Craft plans and programs regarding the upkeep, maintenance, development, improvement, and preservation of the PKTCC</li> <li>• Conduct regular monitoring and coordination with the PKTCC tenants</li> <li>• Monitor and keep all the files relative to contract of lease, agreement memoranda, and other pertinent documents pertaining to all PKTCC tenants</li> <li>• Ensure the correctness and generation of the daily collection and cash receipts records of the Shrine's operations, whenever applicable</li> <li>• Supervise the accurate accounting of remittances of all collections in the depository bank, whenever applicable</li> <li>• Administer the physical preparation for special programs/activities conducted in the PKFC</li> <li>• Perform such other related functions as instructed by higher authorities.</li> </ul>				<p><b>Skills / Competencies:</b></p> <ul style="list-style-type: none"> <li>• Ability to manage and lead</li> <li>• Can easily adjust to change</li> <li>• Can work under extreme pressure</li> <li>• Computer skills</li> <li>• Knowledge/passion in military history</li> <li>• Articulate in both oral and written communication</li> <li>• Can work beyond office hours, during weekends and holidays</li> <li>• Can work without supervision</li> <li>• Has a clear vision/goals for the PKTCC</li> </ul>

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](mailto:careers.hrdd@pvao.gov.ph) with the subject title "Application – Administrative Officer IV for Veterans Memorial and Historical Division (Philippine-Korea Technological and Cooperation Center)".

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**