



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 – (Shrines Development 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"> • Lead the preparation of plans and designs for the improvement of the shrines; • Lead the preparation of working plans and implementing details of monuments, shrines, and memorials; • Responsible for the technical supervision of the development, production or operation of shrine projects; • Conduct ocular and on-site inspections; • Perform quality control checks, ensuring the safety and effectiveness or reliability of the system or product; • Prepare Cost Estimates and Program of Works; and • Perform such other related functions as instructed by the Chief, VMHD. 				<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 • Willingness to travel to all national military shrines under the supervision of PVAO • 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 • Has a clear vision/goals for the shrine units

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 (Shrines Development 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:



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