



JOB POSTING FORM

Office / Division / Unit	Number of Vacant Position/s	Item No.	Position/SG	Qualifications
Veterans Affairs Management Division	One (1)	CONTRACT OF SERVICE	DOCUMENT CONTROLLER	<p>Educational Background: Bachelor's Degree</p> <p>Eligibility: Preferably with Civil Service eligible</p> <p>Work Experience:</p> <p>Training:</p> <p>Skills / Competencies:</p> <p>Advanced Level:</p> <ol style="list-style-type: none"> 1. Exemplifying Professionalism 2. Demonstrating Integrity <p>Intermediate Level:</p> <ol style="list-style-type: none"> 1. Planning and Organizing 2. Communicating Effectively 3. Demonstrating Computer Literacy <p>Basic Level:</p> <ol style="list-style-type: none"> 1. Collaborating and Partnering 2. Displaying Resilience 3. Focusing on Customers 4. Continuous Improvement
Job Description/Functions				
<ol style="list-style-type: none"> 1. Responsible for maintaining all official documents of the Division with accuracy, quality and integrity; 2. Adhere to record retention policies of the Division/Agency; 3. Sort and store electronic and hard copy documents; 4. Effectively retrieve data, information or files/records; 5. Performs other administrative functions such as receiving official documents, answering telephone calls, and maintaining/updating schedule of the Division. 				

PVAO is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristics protected by law.

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 – (insert position)."

Deadline for submission of application is on **10 May 2021**. Only short-listed applicants will be called for examination and interview. For more information you may contact Ms. Joanna Esquibel-Rubio, HR Assistant at Tel. No. +63 02 8912 1929.

Submitted by:


ATTY BRIAN JAMES C. CUEVAS
 Chief, Veterans Affairs Management Division