



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		Engineer III / SG - 19	<p>Educational Background: B.S. Civil Engineering graduate or other related Engineering course</p> <p>Eligibility: RA 1080 (Licensed Engineer)</p> <p>Work Experience: 2 years experience in infrastructure projects</p> <p>Training: 8 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 ● Policy Development ● Planning and Organizing ● Managing Performance ● Monitoring and Evaluating ● Motivating and Developing Others ● Adapting to and Managing Change ● Managing Information ● Demonstrating Computer Literacy ● Continuous Improvement ● Facility/ Equipment Maintenance ● Property and Asset Usage/ Management
Duties and Responsibilities				
<ul style="list-style-type: none"> ● Directs and supervises all activities pertaining to construction, maintenance and repair of PVAO buildings and facilities; ● Provides technical advice to C,GSSMD relative to construction, maintenance and repair of PVAO buildings and facilities; ● Maintains morale and discipline and encourage cooperation among the section's staff to foster a well-coordinated workforce; ● Plans and sets work goals and priorities ● Delegates tasks and evaluates performance of staff ● Monitors work outputs of section staff making sure set targets and commitments are met at least satisfactorily; ● Reviews all section outputs going to the Office of the Division Chief 				

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:

ENGR. VALERICO C. LIM III
 Acting Chief, GSSMD