



Republic of the Philippines  
Department of National Defense  
**PHILIPPINE VETERANS AFFAIRS OFFICE**  
Veterans Compound Camp General Emilio Aguinaldo, Quezon City

**JOB POSTING FORM**


Office / Division / Unit	Number of position requested	Item No.	Position/SG	Qualifications
HRDD/ PASS/ Recruitment Unit	1	N/A	HR Assistant SG 8 – Php 18,251.00 (Contract of Service)	<p><b>Educational Background:</b> College Graduate</p> <p><b>Eligibility:</b> RA 1080 (Licensed Psychometrician)</p> <p><b>Work Experience:</b> Preferably at least 1 year related experience</p> <p><b>Training:</b> None</p> <p><b>Competency:</b> Exemplifying Professionalism Demonstrating Integrity Communicating Effectively Collaborating and Partnering Displaying Resilience Focusing on Customers Adapting to and Managing Change Managing Information Demonstrating Computer Literacy Continuous Improvement Compensation and Rewards Records Management</p>
Job Description/Functions				
<p>a. Assists in administering, scoring, and interpreting pre-employment psychological tests;</p> <p>b. Assists in the planning and preparation of meetings, conferences and other HR-related activities (preparation and distribution of notices of meetings, requests for contributions of items of the agenda, notifications of attendees, preparation of references and materials, coordination for preparation of venue and other logistical requirements, etc.);</p> <p>c. Drafts minutes of meetings, summary of discussion, and actions taken during meetings of the PVAO Promotion and Selection Board (PSB) and Committee on the Selection, Retention and Separation of Consultants and Contracts of Service Personnel (CSRSCCS);</p> <p>d. Processes and reviews employment applications in order to evaluate qualifications and eligibility of applicants;</p> <p>e. Prepares memoranda and pertinent documents submitted to DND and CSC;</p> <p>f. Prepare various reports relevant to personnel actions;</p> <p>g. Organize and safe-keep minutes and notices of meetings;</p> <p>h. Assist in coordinating with staff and other offices with external contracts and draft internal and external correspondences</p>				

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](mailto:careers.hrdd@pvao.gov.ph) with the subject title "Application – (insert position and respective item no.)."

Deadline for submission of application is on June 30, 2021. Only short-listed applicants will be called for examination and interview. For more information you may contact Ms. Glyrralenz Nuguid, HR Assistant at Tel. No. +63 02 8912 1929.

Submitted by:

  
**MARICIEL E. ESTACIO, MNSA**  
Chief, HRDD