



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 – (Mt. Samat National Shrine)	1		Senior Shrine Curator / SG-18	<p>Educational Background: Bachelor's Degree relevant to the job</p> <p>Eligibility: Career Service (Professional) / Second Level Eligibility</p> <p>Work Experience: 2 years relevant experience</p> <p>Training: 8 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 • 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 Mt. Samat National Shrine
Job Description/Functions				
<ul style="list-style-type: none"> • Administer the daily operations and maintenance and security of the Mt. Samat National Shrine; • Propose plans and programs on the upkeep, maintenance and preservation of Mt. Samat National Shrine; • Supervise and/or participates in the identification, collection, maintenance and preservation of war relics or documents; • Perform/provide reception and facilitation services to VIPs, tourists or visitors; • Ensure the correctness and generation of the daily collection and cash receipts records of the Shrine's operations, whenever applicable; • Directly supervise the accurate accounting of the remittances of all collections in the depository bank, whenever applicable; and • Perform such other related functions as instructed. 				

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 – Senior Shrine Curator for Veterans Memorial and Historical Division (Mt. Samat National Shrine)".

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