



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 – (Philippine-Korea Friendship Center)	1		Shrine Guide / SG-6	<p><b>Educational Background:</b> Completion of two-year studies in college</p> <p><b>Eligibility:</b> Career Service (Subprofessional) / First Level Eligibility</p> <p><b>Work Experience:</b> None required</p>
<b>Job Description/Functions</b>				<b>Training:</b> None required
<ul style="list-style-type: none"> <li>• Educate tourists and visitors regarding the historical chronicles, the chronology of events and the significance of the Shrine in our life and in the propagation of peace;</li> <li>• Provide assistance and information on the cultural, historical significance of the shrine to people during organized educational/corporate/individual tours;</li> <li>• Schedule tours and receive/escort individuals or groups during the duration of the tour;</li> <li>• Describe points of interests to tourists and respond to questions/queries;</li> <li>• Monitor visitors' activities and ensure compliance on shrine rules and regulations and safety practices; and</li> <li>• Ensure the security and maintains the quality of displayed artifacts and relics within the shrine.</li> </ul>				<p><b>Skills / Competencies:</b></p> <ul style="list-style-type: none"> <li>• Exemplifying Professionalism</li> <li>• Demonstrating integrity</li> <li>• Collaborating and Partnering</li> <li>• Managing information</li> <li>• Data Collection and analysis</li> <li>• Computer literacy</li> <li>• Records Management</li> <li>• Can easily adjust to change</li> <li>• Articulate in both oral and written communication</li> <li>• Knowledge/passion in PEFTOK history</li> <li>• Can work with minimal supervision</li> </ul>

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 [hr.service@pvao.gov.ph](mailto:hr.service@pvao.gov.ph) with the subject title "Application – Shrine Guide for Veterans Memorial and Historical Division (Philippine-Korea Friendship Center)".

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**