



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

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 with the subject title "Application – Shrine Guide for Veterans Memorial and Historical Division (Corregidor 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:



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Acting Chief, Veterans Memorial and Historical Division