



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	1		Supervising Shrine Curator / SG-22	<p>Educational Background: Bachelor's Degree relevant to the job</p> <p>Eligibility: Career Service (Professional) / Second Level Eligibility</p>
Job Description/Functions				<p>Work Experience: 3 years relevant experience</p> <p>Training: 16 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 • Willingness to travel to all national military shrines under the supervision of PVAO • 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 shrine units
<ul style="list-style-type: none"> • Act as the Assistant Chief of the Division; • Assist the Chief Shrine Curator in leading and developing the team of employees in a continuing goal of attaining a responsive and accountable structure in PVAO; • Provide inputs for the formulation of new policies and/or guidelines that will result to timely delivery of services and/or enhanced outcomes • Coordinate and assist in the studies and researches and in the preparation of development plans and programs for the preservation, conservation, rehabilitation and development of the shrines, memorials and related installations; • Assist in spearheading various programs in coordination with concerned National Government Agencies or offices, local government units and various Veterans Organizations; • Prepare periodic and annual reports required from the Division; and • Assist the Division Chief in: <ul style="list-style-type: none"> ▪ Overseeing the implementation of the division's programs and activities ▪ Planning, organizing, directing, supervising, and coordinating work activities of VMHD personnel ▪ Implementing policies, directives, rules and regulations on matters pertaining to historical research and conduct of commemorative and other veteran-related events, and the development plans and programs for the preservation, conservation, rehabilitation and development of the shrines, memorials and related installations ▪ Monitoring, reviewing, and evaluating the performance of individual staff and creation and/or application of new methods in correcting and improving below standard or non-compliant performance of individuals 				

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 – Supervising Shrine Curator for Veterans Memorial and Historical Division."

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