



**JOB POSTING FORM**

Office / Division / Unit	Number of Vacant Position/s	Item No.	Position/SG	Qualifications
Corporate Performance and Governance Unit, Veterans Corporate Management Section, VAMD	One (1)	AFP-PVAOC-VETAO1-3-2021	VETERANS ASSISTANCE OFFICER I (FINANCIAL ANALYST 1) /SG11	<b>Educational Background:</b> Bachelor's Degree major in Business Administration, Accounting, or Financial Management  <b>Eligibility:</b> Career Service (Professional)/Second Level
<b>Job Description/Functions</b>				
<ol style="list-style-type: none"> <li>1. Analyzes financial data and provide forecasting report;</li> <li>2. Prepares reports and projections based on financial data;</li> <li>3. Evaluates current and previous financial data;</li> <li>4. Studies economic and business trends;</li> <li>5. Prepares narrative reports on monthly financial reports submitted by the VFP and submits comparative analysis to the Chief of the Division on a quarterly basis; and</li> <li>6. Determines the value of businesses or enterprises of the VFP and other GOCCs by examining its financial statements.</li> </ol>				<b>Work Experience:</b> At least one (1) year relevant experience  <b>Training:</b> At least four (4) hours of relevant training  <b>Skills / Competencies:</b>  <b>Advanced Level:</b> <ol style="list-style-type: none"> <li>1. Exemplifying Professionalism</li> <li>2. Demonstrating Integrity</li> <li>3. Communicating Effectively</li> <li>4. Collaborating and Partnering</li> <li>5. Displaying Resilience</li> <li>6. Managing Information</li> <li>7. Demonstrating Computer Literacy</li> <li>8. Data Collection Analysis</li> </ol> <b>Intermediate Level:</b> <ol style="list-style-type: none"> <li>1. Focusing on Customers</li> <li>2. Managing Risk</li> <li>3. Monitoring and Evaluating</li> <li>4. Continuous Improvement</li> <li>5. Veterans Services and Affairs Management</li> </ol>

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@pva.gov.ph](mailto:careers.hrdd@pva.gov.ph) with the subject title "Application – (insert position)."

Deadline for submission of application is on **10 May 2021**. Only short-listed applicants will be called for examination and interview. For more information you may contact Ms. Joanna Esquibel-Rubio, HR Assistant at Tel. No. +63 02 8912 1929.

Submitted by:

  
 ATTY BRIAN JAMES C. CUEVAS  
 Chief, Veterans Affairs Management Division