



**JOB POSTING FORM**

Office / Division / Unit	Number of Vacant Position/s	Item No.	Position/SG	Qualifications
Veterans Organizations Services and Mobilization Unit Veterans Organizations Affairs Section, VAMD	One (1)	AFP-PVAOC-VETA01-4-2021	VETERANS ASSISTANCE OFFICER I/SG11	<b>Educational Background:</b> Bachelor's Degree major in Business Administration, Marketing  <b>Eligibility:</b> Career Service (Professional)/Second Level
<b>Job Description/Functions</b>				<b>Work Experience:</b> With experience in corporate documentation, conducting research and surveys  <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. Focusing on Customers</li> <li>7. Veterans Services and Affairs Management</li> </ol> <b>Intermediate Level:</b> <ol style="list-style-type: none"> <li>1. Policy Development</li> <li>2. Planning and Organizing</li> <li>3. Managing Performance</li> <li>4. Monitoring and Evaluating</li> <li>5. Demonstrating Computer Literacy</li> <li>6. Continuous Improvement</li> </ol>
<ol style="list-style-type: none"> <li>1. Provide technical assistance to "Affiliate-Regional" Veterans Organizations in the maintenance and continuity of their corporate life;</li> <li>2. Provide technical assistance to emerging veterans organizations to obtain corporate status in accordance with government policies, rules, and regulations;</li> <li>3. Instill civic-consciousness among members of the Filipino Veterans Community and actively participate in local and national endeavors;</li> <li>4. Assist Affiliate-Regional Veterans Organizations in their corporate activities in accordance with their respective Constitution and By-Laws and Articles of Incorporation such as conduct of general assemblies, election, and veterans-related engagements;</li> <li>5. Assist in the development of the framework for assessing organizational performance of Affiliate-Regional Veterans Organizations – Districts and Posts levels</li> <li>6. Conducts research, studies, and surveys necessary for the formulation of policies and programs promoting the general welfare and well-being of the Filipino Veterans Community;</li> <li>7. Mobilize the attendance of the Filipino Veterans Community in coordination with Affiliate-Regional Veterans Organizations for various activities such as commemorations, national celebrations, congressional hearings, and GAD-related events.</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@pvao.gov.ph](mailto:careers.hrdd@pvao.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