



JOB POSTING FORM

Office / Division / Unit	Number of Vacant Position/s	Item No.	Position/SG	Qualifications
Veterans Organizations Affairs Section, Veterans Affairs Management Division	One (1)	AFP-PVAOC-VETAO2-13-2021	VETERANS ASSISTANCE OFFICER II/SG15	Educational Background: Bachelor's Degree major in Business Administration, Accounting, or Financial Management Eligibility: Career Service (Professional)/Second Level
Job Description/Functions				Work Experience: At least one (1) year relevant experience; Training: At least four (4) hours relevant training Skills / Competencies: Advanced Level: <ol style="list-style-type: none"> 1. Exemplifying Professionalism 2. Demonstrating Integrity 3. Communicating Effectively 4. Collaborating and Partnering 5. Displaying Resilience 6. Veterans Services and Affairs Management 7. Managing Performance 8. Monitoring and Evaluating Intermediate Level: <ol style="list-style-type: none"> 9. Focusing on Customers 10. Managing Risk 11. Policy Development 12. Planning and Organizing 13. Adapting to and Managing Change 14. Managing Information 15. Demonstrating Computer Literacy 16. Continuous Improvement 17. Data Collection Analysis
<ol style="list-style-type: none"> 1. Design/Develop performance monitoring framework for Veterans Field Service Deputized Officer (VFSDO); 2. Formulate policies and guidelines on the engagements of VFSDOs 3. Conducts researches and studies on the development and formulation of policies and guidelines relative to engagements of Liaisons, establishment of network and linkages, and collaborations; 4. Conduct studies to surface gaps for the need for liaisons in specific areas, and prepares proposals and recommendations for joint development projects with local government units and/or Civil Society Organizations; 5. Monitor engagements and outreach services extended by VFSDOs through the Performance System for VFSDOs; and 6. Evaluate performance of VFSDOs, process new designations and renewal of designation. 				

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 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