



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-VETAO2-14-2021	VETERANS ASSISTANCE OFFICER II (Corporate Governance Officer II) /SG15	<p>Educational Background: Bachelor's Degree major in Business Administration, Accounting, or Financial Management</p> <p>Eligibility: Career Service (Professional)/Second Level</p> <p>Work Experience: At least one (1) year relevant experience;</p> <p>Training: At least four (4) hours relevant training</p> <p>Skills / Competencies: Advanced Level: 1. Exemplifying Professionalism 2. Demonstrating Integrity 3. Communicating Effectively 4. Collaborating and Partnering 5. Displaying Resilience 6. Managing Information 7. Continuous Improvement 8. Data Collection Analysis</p> <p>Intermediate Level: 1. Focusing on Customers 2. Managing Risk 3. Policy Development 4. Planning and Organizing 5. Managing Performance 6. Monitoring and Evaluating 7. Motivating and Developing Others 8. Adapting to and Managing Change 9. Veterans Services and Affairs Management</p>
Job Description/Functions				
<ol style="list-style-type: none"> 1. Supervise the work of staff under the Corporate Performance and Governance Unit; 2. Assist in the review and monitoring of the corporate performance of the VFP, other GOCCs, GIs, and GFIs that were created for the general welfare and well-being of veterans; 3. Monitors and review the financial statements and status of lease contracts and other similar agreements entered into by the VFP to ensure that government rules and regulations are observed and adhered to, to instill the culture of good governance in the management of veterans' assets and enterprises; 4. Formulates and operationalize the Code of Good Governance in the conduct of business enterprise to ensure transparency and accountability by officials/employees responsible; and 5. Monitor the VFP planning process, preparation of the Corporate Operating Budget, and other corporate processes. 				

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