


Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

Republic of the Philippines  
**PHILIPPINE VETERANS AFFAIRS OFFICE**  
Request for Publication of Vacant Positions

DND AUG-26-2022 4:59PM 

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PHILIPPINE VETERANS AFFAIRS OFFICE in the CSC website:

  
MARICIEL E. ESTACIO, MNSA  
HRMO 

Date: 26-Aug-22

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Asisstant II (Accounting Clerk III)	AFP-PVAOC-ADAS2-18-2005	8	P18,998.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Finance Division
2	Administrative Aide IV (Clerk II)	AFP-PVAOC-ADA4-31-2005	4	P14,993.00	Completion of two-year studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Finance Division
3	Administrative Aide III (Clerk I)	AFP-PVAOC-ADA3-45-2005	3	P14,125.00	Completion of two-year studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Field Service Extension Office Dumaguete

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than September 6, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Mariciél E. Estacio, MNSA  
Chief, Human Resource Development Division  
Camp General Emilio Aguinaldo Quezon City  
[careers.hrdd@pvao.gov.ph](mailto:careers.hrdd@pvao.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.