



Department of National Defense
PHILIPPINE VETERANS AFFAIRS OFFICE
 Veterans Compound, Camp General Emilio Aguinaldo, Quezon City

JOB POSTING FORM

Office / Division / Unit	Number of positions requested	Item No.	Position/SG	Qualifications
VMHD – (Shrines Management and Development Section)	1		Administrative Officer / Contract of Service	<p>Educational Background: Bachelor's Degree relevant to the job</p> <p>Eligibility: Career Service (Professional) / Second Level Eligibility is an advantage</p> <p>Work Experience: None required</p> <p>Training: None required</p>
Job Description/Functions				
<ul style="list-style-type: none"> • Prepares correspondences (briefers, memoranda, briefers, letters, notice of meeting, etc.); • Conducts researches and prepares recommendations and analysis relative to the developmental thrusts in the national military shrines; • Assists in the conducts of inspection and investigation of historical places for the purpose of collecting significant data/account; • Liaises and coordinates with stakeholders as appropriate relative to the preparation and/or implementation of development plans in the national military shrines • Attends to meetings, conferences, and other activities relative to the development of the national military shrines as directed; • Coordinates with stakeholders relative to activities/meetings led by the Section; • Assists in the preparation of articles and other special reports with historical significance; and • Perform such other related functions as instructed by the immediate supervisor 				<p>Skills / Competencies:</p> <ul style="list-style-type: none"> • Exemplifying Professionalism • Demonstrating integrity • Collaborating and Partnering • Managing information • Data Collection and analysis • Computer literacy • Can easily adjust to change • Can work under extreme pressure • Articulate in both oral and written communication • Can work with minimal supervision

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 hr.service@pvao.gov.ph with the subject title "Application – Environmental Planner for Veterans Memorial and Historical Division (Contract of Service)".

Deadline for submission of application is on _____. Only short-listed applicants will be called for examination and interview. For more information, you may contact Ms. Julienne Macasaet at Tel. No. +63 02 8912 1929.

Submitted by:



COL AGERICO G AMAGNA III, PAF (RET)
Chief, Veterans Memorial and Historical Division