



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"> • Monitors all shrine access / visit requests and drafts corresponding responses thereof; • Prepares, consolidates, and monitors all contracts concerning the shrines and the Division; • Assists in the surveying process and evaluates the shrines feedback results and organizes them into reports for reference • Monitors feedback forms from stakeholders and recommends solutions or programs for shrines development; • Prepares correspondences (briefers, memoranda, briefers, letters, notice of meeting, minutes of meeting, etc.) relative to relative to the shrine access / visit requests, shrine contracts, and shrine feedbacks; • Provides support to the Events Management Section for VMHD led events (eg. ANK and PVW); and • Perform such related functions as instructed by the Chief, VMHD 				<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