

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

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:

MARICEL E. ESTACIO, MNSA
HRMO

Date: 13-Sep-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 Assistant V (Data Controller III)	AFP-PVAOC- ADAS5-8-2010	11	P25,439.00	Completion of two- years studies in college or High School graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional)/ First Level Eligibility/ Data Encoder Eligibility (MC No. 6, s. 2010)		Management Information Division

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 23, 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;
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.

This Philippine Veterans Affairs Office (PVAO) highly encourages all interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOGI). PVAO complies to the Equal Opportunity Policy (EOP) that no person with disability shall be denied access to opportunities for suitable employment. A qualified employee with disability shall be subject to the same terms and conditions of employment and the same compensation, privileges, benefits, fringe benefits, incentives or allowances as a qualified able-bodied person.

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

Mariciel E. Estacio, MNSA

Chief, Human Resource Development Division

Camp General Emilio Aguinaldo Quezon City

careers.hrdd@pvao.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.