



PHILIPPINE VETERANS AFFAIRS OFFICE
LIST OF VACANCIES
 (as of November 2014)



OFFICE/UNIT	POSITION			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
OFFICE OF THE ADMINISTRATOR (Strategic Communications Section)							
SRVAO-21-2010	Senior Veterans Assistance Officer	18	1	Bachelor's degree relevant to the job (preferably Journalism, Mass Communication)	2 years of relevant experience	8 hours of relevant training	CS Professional ; Second Level eligibility
FINANCE DIVISION							
FINCE2-9-1998	Financial Claims Examiner II	14	1	Bachelor's degree relevant to the job (preferably Financial Management; Accountancy)	1 year of relevant experience	4 hours of relevant training	CS Professional ; Second Level eligibility
PLANNING AND MANAGEMENT DIVISION							
CADOF-5-2010	Chief Administrative Officer	04	1	Masteral Degree	4 years in position/s involving management and supervision	24 hours of training in management/supervision	CS Professional ; Second Level eligibility
PLO2-1-1998	Planning Officer II	05	1	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional ; Second Level eligibility
A1-3-1998	Accountant I	02	1	Bachelor's degree in Commerce/ Business Administration major in Accountng	none required	none required	RA 1080
MANAGEMENT INFORMATION DIVISION							
ITO3-9-2010	Information Technology Officer III	24	1	Masteral Degree	4 years in position/s involving management and supervision	24 hours of training in management/supervision	CS Professional ; Second Level eligibility
LEGAL AFFAIRS DIVISION							
ATTY	Attorney III	21	1	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080
VETERANS AFFAIRS MANAGEMENT DIVISION							
VETAO1-1-1998	Veterans Assistance Officer I	11	1	Bachelor's degree	none required	none required	CS Professional ; Second Level eligibility
VETERANS MEMORIAL AND HISTORICAL DIVISION							
CSC-30-2010	Chief Shrine Curator	24	1	Masteral Degree	4 years in position/s involving management and	24 hours of training in management/supervision	CS Professional ; Second Level



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					supervision		eligibility
CLAIMS DIVISION							
VETAO2-5-1998	Veterans Assistance Officer II (for dactyloscopy section)	15	1	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional ; Second Level eligibility
VETAO2-5-1998	Veterans Assistance Officer II (for dactyloscopy section)	15	1	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional ; Second Level eligibility
SPI2-6-1998	Special Investigator II	15	1	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional ; Second Level eligibility
FIELD TEAMS							
SRVAO-16-2010	Senior Veterans Assistance Officer (FSEO Cebu City)	18	1	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS Professional ; Second Level eligibility
VETAO2-9-1998	Veterans Assistance Officer II (FSEO Zamboanga City)	15	1	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional ; Second Level eligibility
VETAO2-10-1998	Veterans Assistance Officer II (FSEO Cagayan De Oro City)	15	1	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional ; Second Level eligibility
VETAO2-11-1998	Veterans Assistance Officer II (FSEO Bacolod City)	15	1	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional ; Second Level eligibility
VETAO2-14-1998	Veterans Assistance Officer II (FSEO Batac, Ilocos Norte)	15	1	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional ; Second Level eligibility
FINCE1-10-1998	Financial Claims Examiner I (FSEO Cebu City)	10	1	Bachelor's degree	none required	none required	CS Professional ; Second Level eligibility
TOTAL			18				

We are inviting interested personnel to join the 2014 DND-Wide Job Fair Activity to be held on 16 November 2014, Sunday, from 8:00 AM to 5:00 PM at the GHQ Canopy, Armed Forces of the Philippines (AFP), Camp General Emilio Aguinaldo, Quezon City. All applicants must bring the following:

1. Updated Personal Data Sheet (PDS) or Resumé
2. Authenticated Transcript of Records from the School Registrar / Diploma
3. Certificate of Eligibility (photocopy)
4. Certificate of Trainings/Seminars attended (photocopy)
5. Awards/Letter of Commendations received (photocopy)
6. Two (2) 2x2 ID pictures
7. Two (2) valid IDs

To facilitate ease of entry during the fair, all applicants are requested to enter the camp through Gate 1 (Pedestrian Gate). Applicants are also expected to dress professionally (no wearing of slippers, short pants, skirts, sleeveless/sando) and to display proper decorum while inside the camp premises. Please refrain from bringing any sharp, pointed and bladed objects, compressed gasses (butane, aerosols, spray paints and lighters), flammable liquids (toiletries such as alcohol and perfume are limited to 50 ml only) and flammable solids (matches and coal). Possession of fire arms, ammunition, explosives and fireworks are strictly prohibited.

For further inquiries, you may contact Mr. Dick P. Diolola or Ms. Leah S. Foncardas from the Office of the Assistant Secretary for Human Resource via telephone numbers 911-6546/911-6001 local 8341 or electronic mail at dndjobvacancies@gmail.com.