

**VACANT POSITION**

(In compliance with Civil Service Commission requirements under RA 7041)  
(as of 31 July 2014)

**STRATEGIC COMMUNICATIONS SECTION, OFFICE OF THE ADMINISTRATOR**

Position : **SENIOR VETERANS ASSISTANCE OFFICER**  
Item No. : AFP-PVAOC-SRVAO-21-2010  
Salary/SG : P31,351.00/SG-18

*Qualifications requirements:*

Education : Bachelor's Degree;  
Experience : 2 years of relevant experience;  
Training : 8 hours of relevant training;  
Eligibility : Career Service (Professional)/ Second Level Eligibility.

**ADMINISTRATIVE DIVISION**

Position : **CHIEF ADMINISTRATIVE OFFICER**  
Item No. : AFP-PVAOC-CADOF-15-2005  
SG : 24  
Salary/mo. : P49,750.00

*Qualification requirements:*

Education : Masteral Degree  
Experience : 4 years of experience in position/s involving supervision and management  
Training : 24 hours of training in management and supervision  
Eligibility : Career Service (Professional)/ Second Level Eligibility

Position : **ADMINISTRATIVE AIDE III**  
Item No. : AFP-PVAOC-ADA3-26-2005  
SG : 3  
Salary/mo : P10,401.00

*Qualification requirements:*

Education : Completion of two (2) years in college  
Experience : none required  
Training : none required  
Eligibility : Career Service (Sub-Professional)/ First Level Eligibility

**FINANCE DIVISION**

Position : **FINANCIAL CLAIMS EXAMINER II**  
Item No. : AFP-PVAOC-FINCE2-9-1998  
SG : 14  
Salary/mo. : P23,044.00

*Qualifications requirements:*

Education : Bachelor's Degree  
Experience : 1 year of relevant experience  
Training : 4 hours of relevant training  
Eligibility : Career Service (Professional)/ Second Level Eligibility.

Position : **VETERANS ASSISTANCE OFFICER I**  
Item No. : AFP-PVAOC-VETAO1-6-2010  
SG : 11  
Salary/mo. : P18,549.00

*Qualifications requirements:*

Education : Bachelor's Degree  
Experience : none required  
Training : none required  
Eligibility : Career Service (Professional)/ Second Level Eligibility.

**PLANNING AND MANAGEMENT DIVISION**

Position : **CHIEF ADMINISTRATIVE OFFICER**  
Item No. : AFP-PVAOC-CADOF-5-2010  
SG : 24  
Salary/mo. : P49,750.00

*Qualification requirements:*

Education : Masteral Degree  
Experience : 4 years of experience in position/s involving supervision and management  
Training : 24 hours of training in management and supervision  
Eligibility : Career Service (Professional)/ Second Level Eligibility

Position : **PLANNING OFFICER II**  
Item No. : AFP-PVAOC-PLO2-1-1998  
SG : 15  
Salary/SG : P24,887.00

*Qualification requirements:*

Education : Bachelor's Degree relevant to the job;  
Experience : 1 year of relevant experience;  
Training : 4 hours of relevant training;  
Eligibility : Career Service (Professional)/Second Level Eligibility.

Position : **ACCOUNTANT I**  
Item No. : AFP-PVAOC-A1-3-1998  
SG : 12  
Salary/mo. : P19,940.00

*Qualification requirements:*

Education : Bachelor's Degree in Commerce/Business Administration  
Major in Accounting  
Experience : none required  
Training : none required  
Eligibility : RA 1080

Position : **ADMINISTRATIVE OFFICER II**  
Item No. : AFP-PVAOC-ADOF2-27-2005  
SG : 11  
Salary/mo. : P18,549.00

*Qualification requirements:*

Education : Bachelor's Degree;  
Experience : none required  
Training : none required  
Eligibility : Career Service (Professional)/ Second Level Eligibility

Position : **PLANNING OFFICER I**  
Item No. : AFP-PVAOC-PLO1-2-1998  
SG : 11  
Salary/SG : P18,549.00

*Qualification requirements:*

Education : Bachelor's Degree relevant to the job;  
Experience : none required;  
Training : none required;  
Eligibility : Career Service (Professional)/Second Level Eligibility.

**MANAGEMENT INFORMATION DIVISION**

Position : **INFORMATION TECHNOLOGY OFFICER III**  
Item No. : AFP-PVAOC-ITO3-9-2010  
Salary/SG : P49,750.00/24

*Qualification requirements:*

Education : Masteral Degree;  
Experience : 4 years in position/s involving management and supervision;  
Training : 24 hours of training in management and supervision;  
Eligibility : Career Service (Professional)/ Second Level Eligibility

