

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

