



VACANT POSITIONS AS OF SEPTEMBER 30, 2011

OFFICE OF THE ADMINISTRATOR

Position : **EXECUTIVE ASSISTANT III**
Item No. : **AFP-PVAOC-EXA3-1-1998**
Salary/SG : P32,810.00/mo./ SG-20

Qualification requirements:

Bachelor's Degree; 3 years of experience; 8 hours of training; Eligibility- Career Service (Professional)/ Second Level Eligibility

FINANCE DIVISION

Position : **CHIEF ADMINISTRATIVE OFFICER**
Item No. : **AFP-PVAOC-CADOF-16-2005**
Salary/SG : P43,612.00 p.a./SG-24

Qualification requirements:

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

Position : **SUPERVISING ADMINISTRATIVE OFFICER**
Item No. : **AFP-PVAOC-SADOF-7-2010**
Salary/SG : P37,812.00 p.a./SG-22

Qualification requirements:

Bachelor's Degree relevant to the job; 3 years of relevant experience; 16 hours of relevant training; Eligibility- Career Service (Professional)/ Second Level Eligibility

Position : **ACCOUNTANT III**
Item No. : **AFP-PVAOC-A3-1-1998**
Salary/SG : P30,474.00/mo. / SG-19

Qualification requirements:

Bachelor's Degree in Commerce/Business Administration major in Accounting; 3 years of experience; 8 hours of training; Eligibility- RA 1080

Position : **ASSISTANT FINANCIAL CLAIMS EXAMINER**
Item No. : **AFP-PVAOC-AFCE-65-1998**
Salary/SG : P12,880.00 p.a. / SG-7

Qualifications requirements:

Completion of two (2) years studies in college; Experience and Training none required; Eligibility- Career Service (Sub-Professional)/ First Level Eligibility.

ADMINISTRATIVE DIVISION

Position : **CHIEF ADMINISTRATIVE OFFICER**
Item No. : **AFP-PVAOC-CADOF-15-2005**
Salary/SG : P43,612.00 p.a./SG-24

Qualification requirements:

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

Position : **ADMINISTRATIVE OFFICER IV**
Item No. : **AFP-PVAOC-ADOF4-22-2005**
Salary/SG : P22,688.00/mo. / SG-15

Qualification requirements:

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

Position : **ADMINISTRATIVE AIDE VI**
Item No. : **AFP-PVAOC-ADA6-14-2005**
Salary/SG : P132,744.00 p.a. / SG-6

Qualifications requirements:

Completion of two (2) year studies in college or High School graduate with relevant vocational/trade course; 1 year of relevant experience; 4 hours of relevant training none required; Eligibility- Career Service (Sub-Professional)/First Level Eligibility.

PLANNING AND MANAGEMENT DIVISION

Position : **ADMINISTRATIVE OFFICER V**
Item No. : **AFP-PVAOC-ADOF5-23-2005**
Salary/SG : P28,305.00/mo. / SG-18

Qualification requirements:

Bachelor's Degree relevant to the job; 2 years of experience; 8 hours of training; Eligibility- Career Service (Professional)/ Second Level Eligibility

Position : **ADMINISTRATIVE OFFICER IV**
Item No. : **AFP-PVAOC-ADOF4-26-2005**
Salary/SG : P22,688.00/mo. / SG-15

Qualification requirements:

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

Position : **PLANNING OFFICER II**
Item No. : **AFP-PVAOC-PLO2-2-2010**
AFP-PVAOC-PLO2-1-1998
Salary/SG : P22,688.00 p.a./SG-15

Qualification requirements:

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

Position : **PLANNING OFFICER I**
Item No. : **AFP-PVAOC-PLO1-2-1998**
Salary/SG : P17,099.00 p.a./SG-11

Qualification requirements:

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

Position : **ADMINISTRATIVE AIDE IV**
Item No. : **AFP-PVAOC-ADA4-47-2005**
Salary/SG : P114,432.00 p.a./SG-4

Qualification requirements:

Completion of two (2) year studies in college or High School graduate with relevant vocational/trade course; Experience and Training none required; Eligibility- Career Service (Sub-Professional)/First Level Eligibility.

LEGAL AFFAIRS DIVISION

Position : **SPECIAL INVESTIGATOR III**
Item No. : **AFP-PVAOC-SPI3-5-1998**
Salary/SG : P28,305.00/SG-18

Qualification requirements:

Bachelor's Degree relevant to the job; 2 years of relevant experience; 8 hours of relevant training; Eligibility- Career Service (Professional)/Second Level Eligibility.

MANAGEMENT INFORMATION DIVISION

Position : **COMPUTER MAINTENANCE TECHNOLOGIST III/ SG-17**
Item No. : **AFP-PVAOC-CTMT3-1-1999**
Salary/SG : P26,292.00 p.a./ SG-17

Qualification requirements:

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

Position : **COMPUTER PROGRAMMER II/ SG-15**
Item No. : **AFP-PVAOC-COMPRO2-1-1999**
Salary/SG : P22,688.00 p.a./ SG-15

Qualification requirements:

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

CLAIMS DIVISION

Position : **FINGERPRINT EXAMINER II**
Item No. : **AFP-PVAOC-FPTEX2-1-1998**
Salary/SG : **P163,956.00 p.a./SG-9**

Qualification requirements:

Completion of two (2) year studies in college or High School graduate with relevant vocational/trade course; 1 year relevant experience; 4 hours of relevant training; Eligibility- Career Service (Sub-Professional)/First Level Eligibility.

VETERANS MEMORIAL AND HISTORICAL DIVISION

Position : **ADMINISTRATIVE OFFICER II**
Item No. : **AFP-PVAOC-ADOF2-2-2010**
Salary/SG : **P187,788.00 p.a./SG-11**

Qualification requirements:

Bachelor's Degree; Experience and Training – none required; Eligibility- Career Service (Professional)/ Second Level Eligibility

Position : **ADMINISTRATIVE AIDE VI**
Item No. : **AFP-PVAOC-ADA6-7-2010**
Salary/SG : **P132,744.00 p.a. / SG-6**

Qualifications requirements:

Completion of two (2) year studies in college or High School graduate with relevant vocational/trade course; 1 year of relevant experience; 4 hours of relevant training none required; Eligibility- Career Service (Sub-Professional)/First Level Eligibility.

FIELD TEAMS

Position : **SENIOR VETERANS ASSISTANCE OFFICER**
Item No. : **AFP-PVAOC-SRVAO-2-1998**
AFP-PVAOC-SRVAO-5-1998
AFP-PVAOC-SRVAO-16-2010
AFP-PVAOC-SRVAO-19-2010
AFP-PVAOC-SRVAO-21-2010
Salary/SG : **P28,305.00 p.a. / SG-18**

Qualifications requirements:

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

Position : **VETERANS ASSISTANCE OFFICER II**
Item No. : **AFP-PVAOC-VETAO2-2-2010**
AFP-PVAOC-VETAO2-2-1998
AFP-PVAOC-VETAO2-4-1998
AFP-PVAOC-VETAO2-5-1998

AFP-PVAOC-VETAO2-9-1998
AFP-PVAOC-VETAO2-10-1998
AFP-PVAOC-VETAO2-11-1998
AFP-PVAOC-VETAO2-14-1998

Salary/SG : P22,688.00 p.a. / SG-15

Qualifications requirements:

Bachelor's Degree; 1 year of relevant experience; 4 hours of relevant training; Eligibility- Career Service (Professional)/ Second Level Eligibility.

Position : **FINANCIAL CLAIMS EXAMINER II**
Item No. : **AFP-PVAOC-FINCE2-5-2010**
AFP-PVAOC-FINCE2-9-1998
AFP-PVAOC-FINCE2-12-1998

Salary/SG : P21,078.00 p.a. / SG-14

Qualifications requirements:

Bachelor's Degree; 1 year of relevant experience; 4 hours of relevant training; Eligibility- Career Service (Professional)/ Second Level Eligibility.

Position : **VETERANS ASSISTANCE OFFICER I**
Item No. : **AFP-PVAOC-VETAO1-5-2010**
AFP-PVAOC-VETAO1-6-2010
AFP-PVAOC-VETAO1-8-2010
AFP-PVAOC-VETAO1-9-2010
AFP-PVAOC-VETAO1-10-2010

Salary/SG : P17,099.00 p.a. / SG-11

Qualifications requirements:

Bachelor's Degree; Experience and Training none required; Eligibility- Career Service (Professional)/ Second Level Eligibility.

Position : **FINANCIAL CLAIMS EXAMINER I**
Item No. : **AFP-PVAOC-FINCE1-11-2010**
AFP-PVAOC-FINCE1-13-1998
AFP-PVAOC-FINCE1-13-2010
AFP-PVAOC-FINCE1-14-2010
AFP-PVAOC-FINCE1-15-2010
AFP-PVAOC-FINCE1-15-1998
AFP-PVAOC-FINCE1-16-2010
AFP-PVAOC-FINCE1-18-2010
AFP-PVAOC-FINCE1-19-2010
AFP-PVAOC-FINCE1-20-2010

Salary/SG : P15,948.00 p.a. / SG-10

Qualifications requirements:

Bachelor's Degree; Experience and Training none required; Eligibility- Career Service (Professional)/ Second Level Eligibility.

Position : **ASSISTANT FINANCIAL CLAIMS EXAMINER**
Item No. : **AFP-PVAOC-AFCE-40-1998**
 : **AFP-PVAOC-AFCE-80-1998**
Salary/SG : P12,880.00 p.a. / SG-7

Qualifications requirements:

Completion of two (2) years studies in college; Experience and Training none required; Eligibility- Career Service (Sub-Professional)/ First Level Eligibility.

Position : **ADMINISTRATIVE AIDE VI**
Item No. : **AFP-PVAOC-ADA6-23-2005**
Salary/SG : P132,744.00 p.a. / SG-6

Qualifications requirements:

Completion of two (2) year studies in college or High School graduate with relevant vocational/trade course; 1 year of relevant experience; 4 hours of relevant training none required; Eligibility- Career Service (Sub-Professional)/First Level Eligibility.

Position : **ADMINISTRATIVE AIDE IV**
Item No. : **AFP-PVAOC-ADA4-51-2005**
Salary/SG : P114,432.00 p.a./SG-4

Qualification requirements:

Completion of two (2) year studies in college or High School graduate with relevant vocational/trade course; Experience and Training none required; Eligibility- Career Service (Sub-Professional)/First Level Eligibility.

ORIGINAL SIGNED
MARICIEL E. ESTACIO
Acting Chief, Administrative Division