



VETERANS FEDERATION OF THE PHILIPPINES

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ANNOUNCEMENT

The Veterans Federation of the Philippines is in need of the following Job Order Personnel:

1. **Administrative Assistants (3)**

- At least 2nd year college.
- With at least one (1) year experience in Records Management and general administration.
- Must have good communication skills.
- Proficient in MS Office particularly MS Word, Excel, and Powerpoint Presentation.

2. **Civil Engineer (1)**

- Civil Engineer with 3 years experience in design and building infrastructure project or other related projects
- Must be familiar with RA 9184 and in the preparation of the Bidding Document.
- Excellent communication skills.
- Willing to travel for on-site inspection of the project.

3. **Accounting Staff (1)**

- Preferably BS in Accountancy graduate.
- With knowledge in Books of Accounts (General Journal, General Ledger, Cash Disbursement Book, Cash Receipts Books, Sales Book, etc.)
- Able to write business letters
- Excellent communication skills
- Able to prepare annual Financial Statements.
- Willing to be assigned in Veterans Center, Taguig.
- Fresh graduate may also apply.

Interested Applicants may submit their Curriculum Vitae with Cover Letter at
veterans_federation@ymail.com and Fax No. 528-0749

Attention to: Ms. Bernadette L. Valiente
Human Resource Management Officer