



OFFICE OF CIVIL DEFENSE
Central Office
Camp General Emilio Aguinaldo, Quezon City

NOTICE OF HIRING
(Contract of Service)

JOB SUMMARY	
Position Title:	Technical Support (Admin/Production Assistant/Writer)
No. of Vacancies:	2
Place of Assignment:	Public Affairs Office (PAO)
Monthly Compensation:	₱ 20,754.00
MINIMUM QUALIFICATIONS	
Education:	Bachelor's Degree relevant to the job
Training:	Preferably with at least 4 hours of training in Technical Writing, Research and Production work
Experience:	Preferably with at least 1 year of work experience involving Technical Writing, Research and Production work
Eligibility:	Preference shall be given to applicants with Civil Service Eligibility
JOB DESCRIPTION	
<p>The contractor is expected to perform the following functions:</p> <ul style="list-style-type: none">• Coordinate with target interviewees;• Conduct Research;• Assist in the production of the Online Program of PAO;• Record and file documents of the office;• Manage Press Conferences;• Serve as support writer especially for the upcoming Online Program of PAO;• Produce creative contents;• Handle website monitoring, coordinates with ICTD;• Serve as editorial assistant in the gazettes and other target publications;• Prepared DFs, concept notes, memos and reply letters;• Other task assigned by the Supervisor.	

Interested and qualified applicants should submit the following documents through e-mail at ocd.recruitment2020@gmail.com, with an application letter addressed to the undersigned, not later than 15 MAR 2021:

1. **Fully accomplished** and **notarized** Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. **Valid** NBI Clearance; and
3. Photocopy of Transcript of Records;



Ronniel Jayson S. Mago

Chief, Human Resource Management and Development Division