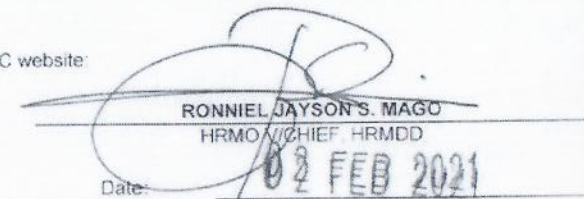


Republic of the Philippines
OFFICE OF CIVIL DEFENSE
Request for Publication of Vacant Positions

DND FEB- 2-2021 3:53PM

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the OFFICE OF CIVIL DEFENSE in the CSC website:


RONNIEL JAYSON S. MAGDO
HRMO/CHIEF, HRMDD
Date: **02 FEB 2021**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Executive Assistant III	OCDB-EXA3-1-2015	20	54,251.00	Bachelor's degree	Eight (8) hours of training	Two (2) years of experience	CS Professional Second Level Eligibility		Office of Civil Defense Administrator (OCDA)
2	Statistician II	OCDB-STAT2-6-2015	15	33,575.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional Second Level Eligibility		DRRM Development and Standards Division - Policy Development and Planning Service (DDSD - PDPS)
3	Statistician I	OCDB-STAT1-1-1998	11	23,877.00	Bachelor's degree relevant to the job	None required	None required	CS Professional Second Level Eligibility		DRRM Development and Standards Division - Policy Development and Planning Service (DDSD - PDPS)
4	Civil Defense Officer III	OCDB-CDO2-5-2015	15	33,575.00	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional Second Level Eligibility		Disaster Risk Governance Division - Policy Development and Planning Service (DRGD - PDPS)
5	Civil Defense Officer I	OCDB-CDO1-8-2015	11	23,877.00	Bachelor's degree	None required	None required	CS Professional Second Level Eligibility		Disaster Risk Governance Division - Policy Development and Planning Service (DRGD - PDPS)
6	Communications Equipment Operator III	OCDB-CE03-3-1998	9	19,593.00	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Communications Equipment Operator - CSC MC 10, s. 2013 Cat II		Information and Communication Division - Operation Service (ICD-OS)

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than

12 FEB 2021

Late applications shall not be entertained.

1. **UPDATED and FULLY ACCOMPLISHED Personal Data Sheet and Work Experience Sheet** with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
2. Performance rating for **the last rating period** (for government employees);
3. Photocopy of certificate of eligibility/board rating/license;
4. Photocopy of Training Certificates;
5. Photocopy of Transcript of Records; and
6. Copy of Valid NBI Clearance

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

QUALIFIED APPLICANTS are advised to hand in/send through courier/email their application to:

RONNIEL JAYSON S. MAGO

Chief, HRMDD

OCD Central Office, Camp General Emilio Aguinaldo,

ocd.recruitment2020@gmail.com