

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

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. MAGO
HRMO V/CHIEF, HRMDD

Date:

25 MAR 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	Administrative Aide III (Driver I)	OCDB-ADA3-18-2005	3	13,572.00	Must be able to read and write/ Elementary School Graduate	None required	None required	Driver's License		OCD Region IV - A

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

04 APR 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