

20 JAN 2021



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

**NOTICE OF HIRING**  
(Contract of Service)

<b>JOB SUMMARY</b>	
Position Title:	<b>Technical Support (Technical Writer)</b>
No. of Vacancies:	<b>1</b>
Place of Assignment:	<b>Capacity Building and Training Service</b>
Monthly Compensation:	<b>₱ 20,754.00</b>
<b>MINIMUM QUALIFICATIONS</b>	
Education:	<b>Bachelor's Degree preferably in the field of Social Sciences and other related courses</b>
Training:	<b>Preferably with at least 4 hours of training in Technical Writing, Research, and/or Data Gathering</b>
Experience:	<b>Preferably with at least 1 year of work experience involving Technical Writing, Research, and/or Data Gathering</b>
Eligibility:	<b>Preference shall be given to applicants with Civil Service Eligibility</b>
<b>JOB DESCRIPTION</b>	
The contractor is expected to perform the following functions: <ul style="list-style-type: none"><li>• Develop a plan relative to the crafting of DRRM Certificate and Diploma courses;</li><li>• Gather and analyze essential information and data from other agencies, institutions, and other external sources as input in policy formulation, discussion, and report generation;</li><li>• Facilitate, coordinate, and attend meetings, programs, and activities relevant to the assigned job;</li><li>• Report daily to OCD CBTS; and</li><li>• Perform other duties as required by the immediate supervisor.</li></ul>	

**Interested and qualified applicants** should submit the following documents through e-mail at [ocd.recruitment2020@gmail.com](mailto:ocd.recruitment2020@gmail.com), with an application letter addressed to the undersigned, not later than **25 JAN 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](http://www.csc.gov.ph);
2. Copy of valid NBI Clearance; and
3. Photocopy of Transcript of Records;

  
**Ronniel Jayson S. Mago**  
Chief, Human Resource Management and Development Division