



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

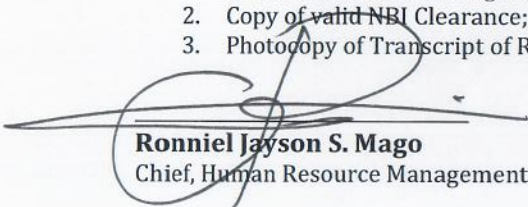
**NOTICE OF HIRING**  
(Contract of Service)

15 FEB 2021

<b>JOB SUMMARY</b>	
Position Title:	<b>Technical Support (Technical Writer: Accreditation)</b>
No. of Vacancies:	<b>1</b>
Place of Assignment:	<b>Capacity Building and Training Service - NDRRM Training Institute</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, Policy Development, Research, or Project Management</b>
Experience:	<b>Preferably with at least 1 year of work experience involving Technical Writing, Policy Development, Research, or Project Management</b>
Eligibility:	<b>Preference shall be given to applicants with Civil Service Eligibility</b>
<b>JOB DESCRIPTION</b>	
<p>The contractor is expected to perform the following functions:</p> <ul style="list-style-type: none"><li>• Rapidly build up knowledge of accreditation requirements from information supplied by accreditation bodies;</li><li>• Develop accreditation manual for training partners and institutions based on standards;</li><li>• Develop documents that will be provided during accreditation visit;</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 related tasks as directed 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 **20 FEB 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