

Electronic copy to be submitted to the CSC PG must be in MS Excel format

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

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To: CIVIL SERVICE COMMISSION (CSC)

DND JAN- 3-2022 12:58PM

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**  
HRMDD V/CHIEF, HRMDD

Date: **JAN 03 2022**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Aide VI (Clerk III)	OCDB-ADA6-14-2005	6	16,200.00	Completion of two (2) years studies in college	None required	None required	CS Subprofessional / First Level Eligibility	OCD Region IX

All applicants should signify their interest by filling out the online application form through this link: <http://www.ocd.gov.ph/index.php/transparency/careers-at-ocd> (click the **APPLY NOW** button) and submit the following documents through e-mail at [recruitment@ocd.gov.ph](mailto:recruitment@ocd.gov.ph), with an application letter addressed to the undersigned. 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

**JAN 13 2022**

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](http://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, Quezon City  
[recruitment@ocd.gov.ph](mailto:recruitment@ocd.gov.ph)