



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



Management System
ISO 9001:2015

www.tuv.com
ID 900011183

NOTICE OF HIRING
(Contract of Service)

JOB SUMMARY	
Position Title:	Technical Support
No. of Vacancies:	1
Place of Assignment:	Administrative and Financial Management Service - Procurement Management Division
Monthly Compensation:	₱ 23,877.00
MINIMUM QUALIFICATIONS	
Education:	Bachelor's Degree
Training:	Preferably with at least 4 hours of training involving Research, Planning, Monitoring and Evaluation, and Report Writing
Experience:	Preferably with at least 1 year of work experience involving Procurement in government setting
Eligibility:	Preference shall be given to applicants with Civil Service Eligibility
JOB DESCRIPTION	
The contractor is expected to perform the following functions: <ul style="list-style-type: none">• Assist in monitoring all the phases of the procurement necessary in the preparation of the Procurement Monitoring Report;• Provide assistance in the preparation of the Program Performance Budget Execution Report (PPBER);• Provide assistance to the End-User units in the preparation of the Project Procurement Management Plans (PPMPs) ;• Maintain an active list a list of suppliers of goods and services, consultant services, and contractors regularly procured by the OCD;• Provide assistance in coordinating and facilitating programs, meetings and other activities relevant to the assigned job; and• Perform other functions as may be directed by immediate supervisor.	

Interested and qualified applicants should fill out the OCD Online Application Form through this link : <https://ocd.gov.ph/index.php/transparency/careers-at-ocd> (click the APPLY NOW button) and submit the following documents through e-mail atocd.recruitment2020@gmail.com, with an application letter addressed to the undersigned, not later than **NOV 08 2021** :

1. Fully accomplished and notarized **Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017) and **Work Experience Sheet** which can be downloaded at www.csc.gov.ph;
2. Copy of valid NBI Clearance; and
3. Photocopy of Transcript of Records;


Ronniel Jayson S. Mago

Acting Director I / Chief, Human Resource Management and Development Division