

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



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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:

Date: **12 NOV 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	Civil Defense Assistant	OCDB-CDA-2-1998	8	18,251.00	Completion of two (2) years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	CS Subprofessional / First Level Eligibility		24/7 Operations Center - Operations Service (24/7 OPCEN - OS)
2	Civil Defense Assistant	OCDB-CDA-12-1998	8	18,251.00	Completion of two (2) years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	CS Subprofessional / First Level Eligibility		24/7 Operations Center - Operations Service (24/7 OPCEN - OS)
2	Electronics & Communications Equipment Technician III	OCDB-ECET3-1-1998	11	23,877.00	Completion of 2 years studies in College or High School Graduate with relevant Vocational/Trade course	8 hours relevant training	2 years relevant experience	Electronic Equipment Technician - CSC MC 10, s.2013 Cat.II		Information and Communications Division - Operations Service (ICD - OS)

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 ocd.recruitment2020@gmail.com, 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 _____.

NOV 22 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, Quezon
ocd.recruitment2020@gmail.com