

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

To: CIVIL SERVICE COMMISSION (CSC)

DND NOV-17-2021 1:52PM ²

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
HRMO V/CHIEF, HRMDD

Date:

NOV 17 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant II (Human Resource Management Assistant)	OCDB-ADAS2-13-2005	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		Human Resource Management and Development Division - Administrative and Financial Management Service (HRMDD - AFMS)
2	Civil Defense Officer V	OCDB-CDO5-6-1998	24	86,742.00	Masteral Degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of training in supervisory / management learning and development intervention	Four (4) years supervisory / management experience	CS Professional / Second Level Eligibility		OCD Region VII

All applicants should signify their interest by filling out the online application form through this link: <http://www.oed.gov.ph/index.php/transparency/careers-at-oed> (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 27 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