

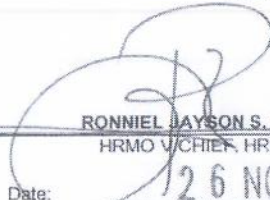
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Republic of the Philippines  
**OFFICE OF CIVIL DEFENSE**  
Request for Publication of Vacant Positions

DND NOV-26-2021 3:04PM

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:

  
**RONNIEL JAYSON S. MAGO**  
HRMO V/CHIEF, HRMDD  
Date: 26 NOV 2021

| No. | Position Title<br>(Parenthetical Title, if applicable) | Plantilla Item No. | Salary/<br>Job/<br>Pay | Monthly Salary | Qualification Standards  |                                     |                                     |   |                               | Place of Assignment  |
|-----|--|--------------------|------------------------|----------------|--|-------------------------------------|-------------------------------------|---|-------------------------------|--|
|     |  |                    |                        |                | Education  | Training                            | Experience                          | Eligibility   | Competency<br>(if applicable) |  |
| 1   | Administrative Aide VI<br>(Mechanic II)                | OCDB-ADA6-12-2005  | 6                      | 16,200.00      | High School graduate or completion of relevant vocational / trade course | None required                       | None required                       | Mechanic (Automotive Servicing) (MC 10, s. 2013, Cat. II) |                               | General Services Division - Administrative and Financial Management Service (GSD - AFMS) |
| 2   | Civil Defense Officer II                               | OCDB-CDO2-20-2015  | 15                     | 33,575.00      | Bachelor's degree  | Four (4) hours of relevant training | One (1) year of relevant experience | CS Professional / Second Level Eligibility                |                               | OCD RO IV-A  |

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](mailto: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

06 DEC 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](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  
[ocd.recruitment2020@gmail.com](mailto:ocd.recruitment2020@gmail.com)