

# FILE COPY

CS Form No. 9  
Revised 2018

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filed, at the OFFICE OF CIVIL DEFENSE in the CSC website:

  
**RONNEL JAYSON S. MAGO**  
HRMO V/CHIEF, HRMDD

Date:

28 DEC 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	Statistician II	OCDB-STAT2-6-2015	15	33,575.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional / Second Level Eligibility		DRRM Development and Standards Division - Policy Development and Planning Service (DDSD - PDPS)
2	Statistician I	OCDB-STAT1-1-1998	11	23,877.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second Level Eligibility		DRRM Development and Standards Division - Policy Development and Planning Service (DDSD - PDPS)
3	Civil Defense Officer I	OCDB-CDO1-5-1998	11	23,877.00	Bachelor's degree	None required	None required	CS Professional / Second Level Eligibility		24/7 Operations Center - Operations Service (24/7 OpCen - OS)
4	Civil Defense Officer I	OCDB-CDO1-9-1998	11	23,877.00	Bachelor's degree	None required	None required	CS Professional / Second Level Eligibility		24/7 Operations Center - Operations Service (24/7 OpCen - OS)
5	Civil Defense Officer I	OCDB-CDO1-12-2015	11	23,877.00	Bachelor's degree	None required	None required	CS Professional / Second Level Eligibility		24/7 Operations Center - Operations Service (24/7 OpCen - OS)
6	Civil Defense Officer I	OCDB-CDO1-14-1998	11	23,877.00	Bachelor's degree	None required	None required	CS Professional / Second Level Eligibility		24/7 Operations Center - Operations Service (24/7 OpCen - OS)
7	Civil Defense Officer I	OCDB-CDO1-19-1998	11	23,877.00	Bachelor's degree	None required	None required	CS Professional / Second Level Eligibility		24/7 Operations Center - Operations Service (24/7 OpCen - OS)
8	Civil Defense Officer I	OCDB-CDO1-20-1998	11	23,877.00	Bachelor's degree	None required	None required	CS Professional / Second Level Eligibility		24/7 Operations Center - Operations Service (24/7 OpCen - OS)
9	Civil Defense Officer I	OCDB-CDO1-20-2015	11	23,877.00	Bachelor's degree	None required	None required	CS Professional / Second Level Eligibility		24/7 Operations Center - Operations Service (24/7 OpCen - OS)
10	Computer Maintenance Technologist I	OCDB-CTMT1-18-2015	11	23,877.00	Bachelor's degree relevant to the job	None required	None required	CS Professional Second Level Eligibility		24/7 Operations Center - Operations Service (24/7 OpCen - OS)
11	Communications Equipment Operator II	OCDB-CEO2-15-1998	8	16,200.00	Completion of two (2) years studies in College of High School Graduate with relevant Vocational/Trade course	None required	None required	Communications Equipment Operator - CSC MC 10,s.2013 Cat.II		24/7 Operations Center - Operations Service (24/7 OpCen - OS)

12	Computer Maintenance Technologist III	OCDB-CTMTS-15-2015	17	39,986.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional / Second Level Eligibility	Information and Communications Division - Operations Service (ICD - OS)
13	Communications Equipment Operator III	OCDB-CE03-3-1998	9	19,593.00	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Communications Equipment Operator - 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 [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

07 JAN 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

[recruitment@ocd.gov.ph](mailto:recruitment@ocd.gov.ph)