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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 filled, at the OFFICE OF CIVIL DEFENSE in the CSC website:


RONNIEL JAYSON S. MAGO
HRMO V/CHIEF, HRMDD

Date: 07 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	
1	Training Specialist I	OCDB-TRNSP1-5-1999	11	23,877.00	Bachelor's degree	None required	None required	CS Professional / Second Level Eligibility	Information, Training and Advocacy Division - Capacity Building and Training Service (ITAD - CBTS)
2	Civil Defense Officer I	OCDB-CDO1-14-2015	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)
3	Computer Maintenance Technologist III	OCDB-CTMT3-15-2015	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)
4	Information Systems Analyst II	OCDB-INFOSA2-18-2015	16	36,628.00	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)
5	Civil Defense Officer I	OCDB-CDO1-10-1998	11	23,877.00	Bachelor's degree	None required	None required	CS Professional / Second Level Eligibility	OCD Region V

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 recruitment@oed.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

17 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
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@oed.gov.ph