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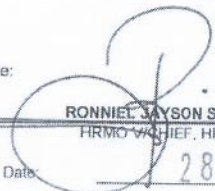
CS Form No. 9
Revised 2018

Electronic copy to be submitted to the CSC PIO must be in MS Excel format

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:


RONNIE JAYSON S. MAGO
HRMO W/CHIEF, HRMDD
Date: 28 OCT 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	Attorney III	OCDB-ATY3-62-2015	21	60,901.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Office of Civil Defense Administrator (OCDA)
2	Chief Administrative Officer	OCDB-CADOF-13-2015	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		Financial Management Division - Administrative and Financial Management Service (FMD - AFMS)
3	Information Officer III	OCDB-INFO3-1-1998	18	43,681.00	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Professional / Second Level Eligibility		24/7 Operations Center - Operations Service (24/7 OPCEN - OS)
4	Civil Defense Officer II	OCDB-CDO2-26-1998	15	33,575.00	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional / Second Level Eligibility		24/7 Operations Center - Operations Service (24/7 OPCEN - OS)
5	Computer Programmer II	OCDB-COMPRO2-10-2015	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		24/7 Operations Center - Operations Service (24/7 OPCEN - OS)
6	Information Technology Officer III	OCDB-IT03-13-2015	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		Information and Communications Division - Operations Service (ICD - OS)
7	Computer Programmer II	OCDB-COMPRO2-9-2015	15	33,675.00	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)
8	Civil Defense Officer V	OCDB-CDO5-3-2015	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		DRRM Development and Standards Division - Policy Development and Planning Service (DDSD - PDPS)

9	Civil Defense Officer V	OCDB-CDO5-2-2015	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	Disaster Risk Governance Division - Policy Development and Planning Service (DRGD - PDPS)
10	Planning Officer V	OCDB-PO5-1-1998	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	Plans, Programs and Project Development Management Division - Policy Development and Planning Service (PPDMD - PDPS)
11	Planning Officer II	OCDB-PO2-21-2015	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	Plans, Programs and Project Development Management Division - Policy Development and Planning Service (PPDMD - PDPS)
12	Civil Defense Officer V	OCDB-CDO5-5-2015	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	Post-Disaster Evaluation and Management Division - Rehabilitation and Recovery Management Service (PDEMD - RRMS)
13	Accountant III	OCDB-A3-11-2015	19	48,313.00	Bachelor's degree in Commerce/Business Administration major in Accounting	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080	DRRM Fund Management Division - Rehabilitation and Recovery Management Service (DFMD - RRMS)
14	Accountant II	OCDB-A2-13-2015	16	36,628.00	Bachelor's degree in Commerce/Business Administration major in Accounting	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	DRRM Fund Management Division - Rehabilitation and Recovery Management Service (DFMD - RRMS)
15	Training Specialist V	OCDB-TRNSP5-12-2015	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	Information, Training and Advocacy Division - Capacity Building and Training Service (ITAD - CBTS)
16	Civil Defense Officer V	OCDB-CDO5-16-1998	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 NCR
17	Computer Programmer II	OCDB-COMPRO2-25-2015	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	OCD NCR

18	Civil Defense Officer V	OCDB-CDO5-12-1998	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 RO IV-B
19	Administrative Officer IV	OCDB-ADOF4-80-2021	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		OCD RO IV-B
20	Computer Programmer II	OCDB-COMPRO2-26-2015	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		OCD RO IV-B
21	Administrative Officer IV	OCDB-ADOF4-49-2021	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		OCD RO V
22	Computer Programmer II	OCDB-COMPRO2-12-2015	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		OCD RO VII
23	Information Officer II	OCDB-INFO2-29-2015	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 VII
24	Administrative Officer IV	OCDB-ADOF4-46-2021	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		OCD RO VIII
25	Computer Programmer II	OCDB-COMPRO2-13-2015	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		OCD RO VIII
26	Civil Defense Officer III	OCDB-CDO3-23-2015	18	43,681.00	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Professional / Second Level Eligibility		OCD RO IX
27	Administrative Officer IV	OCDB-ADOF4-43-2021	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		OCD RO XI
28	Administrative Officer IV	OCDB-ADOF4-42-2021	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		OCD RO XII
29	Civil Defense Officer V	OCDB-CDO5-16-1998	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 RO XII
30	Administrative Officer IV	OCDB-ADOF4-57-2021	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		OCD CARAGA
31	Information Officer II	OCDB-INFO2-36-2015	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 CARAGA
32	Information Officer II	OCDB-INFO2-37-2015	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 BARMU

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 oed.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 November 7, 2021.

07 NOV 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

oed.recruitment2020@gmail.com