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

DND OCT-29-2021 11:18AM

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 V/CHIEF, HRMDD

Date: **OCT 29 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	Administrative Assistant I (Secretary I)	OCDB-ADAS1-6-2005	7	17,179.00	Completion of two (2) years studies in College	None required	None required	CS Subprofessional / First Level Eligibility		Office of Civil Defense Administrator (OCDA)
2	Administrative Assistant II (Human Resource Management Assistant)	OCDB-ADAS2-11-2005	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)
3	Administrative Officer II (Budget Officer I)	OCDB-ADOF2-28-2005	11	23,877.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second Level Eligibility		Financial Management Division - Administrative and Financial Management Service (FMD - AFMS)
4	Administrative Aide VI (Clerk III)	OCDB-ADA6-10-2005	6	16,200.00	Completion of two (2) years studies in College	None required	None required	CS Subprofessional / First Level Eligibility		Financial Management Division - Administrative and Financial Management Service (FMD - AFMS)
5	Administrative Aide IV (Cash Clerk I)	OCDB-ADA6-10-2005	4	14,400.00	Completion of two (2) years studies in College	None required	None required	CS Subprofessional / First Level Eligibility		General Services Division - Administrative and Financial Management Service (GSD - AFMS)
6	Civil Defense Assistant	OCDB-CDA-10-1998	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		24/7 Operations Center - Operations Service (24/7 OPCEN - OS)
7	Administrative Aide IV (Budgeting Aide)	OCDB-ADA4-11-2005	4	14,400.00	Completion of two (2) years studies in College	None required	None required	CS Subprofessional / First Level Eligibility		Response and Operational Coordination Division - Operations Service (ROCD - OS)

8	Administrative Aide IV (Stenographer I)	OCDB-ADA4-18-2005	4	14,400.00	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	CS Subprofessional First Level Eligibility	Response and Operational Coordination Division - Operations Service (ROCD - OS)
9	Planning Officer I	OCDB-PL01-22-2015	11	23,877.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second Level Eligibility	Plans, Programs and Project Development Management Division - Policy Development and Planning Service (PPDMD - PDPS)
10	Administrative Aide IV (Clerk II)	OCDB-ADA4-14-2005	4	14,400.00	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	CS Subprofessional First Level Eligibility	Information, Training and Advocacy Division - Capacity-Building and Training Service (ITAD - CBTS)
11	Civil Defense Officer I	OCDB-CDO1-9-1999	11	23,877.00	Bachelor's degree	None required	None required	CS Professional / Second Level Eligibility	OCD NCR
12	Planning Officer I	OCDB-PL01-23-2015	11	23,877.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second Level Eligibility	OCD NCR
13	Computer Maintenance Technologist I	OCDB-CTMT1-20-2015	11	23,877.00	Bachelor's degree relevant to the job	None required	None required	CS Professional Second Level Eligibility	OCD CAR
14	Communications Equipment Operator II	OCDB-CE02-4-1998	6	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	OCD CAR
15	Civil Defense Assistant	OCDB-CDA-1-1998	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	OCD RO I
16	Administrative Aide III (Clerk I)	OCDB-ADA3-33-2005	3	13,572.00	Completion of two (2) years studies in college	None required	None required	CS Subprofessional / First Level Eligibility	OCD RO II
17	Administrative Assistant III	OCDB-ADAS3-6-2021	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	CS Subprofessional / First Level Eligibility	OCD RO III
18	Civil Defense Assistant	OCDB-CDA-2-1999	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	OCD RO III
19	Administrative Aide VI	OCDB-ADA6-3-2021	6	16,200.00	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	CS Subprofessional / First Level Eligibility	OCD RO III

20	Administrative Aide III (Clerk I)	OCDB-ADA3-21-2005	3	13,572.00	Completion of two (2) years studies in college	None required	None required	CS Subprofessional / First Level Eligibility		OCD RO III
21	Civil Defense Officer I	OCDB-CDO1-11-2003	11	23,877.00	Bachelor's degree	None required	None required	CS Professional / Second Level Eligibility		OCD RO IV-A
22	Civil Defense Officer I	OCDB-CDO1-34-2015	11	23,877.00	Bachelor's degree	None required	None required	CS Professional / Second Level Eligibility		OCD RO IV-A
23	Administrative Officer I	OCDB-ADOF1-12-2021	10	21,205.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second Level Eligibility		OCD RO IV-A
24	Administrative Officer I	OCDB-ADOF1-13-2021	10	21,205.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second Level Eligibility		OCD RO IV-A
25	Administrative Aide III (Clerk I)	OCDB-ADA3-32-2005	3	13,572.00	Completion of two (2) years studies in college	None required	None required	CS Subprofessional / First Level Eligibility		OCD RO IV-A
26	Civil Defense Officer I	OCDB-CDO1-12-2003	11	23,877.00	Bachelor's degree	None required	None required	CS Professional / Second Level Eligibility		OCD RO IV-B
27	Training Specialist I	OCDB-TRNSP1-30-2015	11	23,877.00	Bachelor's degree	None required	None required	CS Professional / Second Level Eligibility		OCD RO IV-B
28	Administrative Officer I	OCDB-ADOF1-14-2021	10	21,205.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second Level Eligibility		OCD RO IV-B
29	Administrative Officer I	OCDB-ADOF1-11-2021	10	21,205.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second Level Eligibility		OCD RO IV-B
30	Civil Defense Assistant	OCDB-CDA-22-2015	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		OCD RO IV-B
31	Administrative Aide IV (Clerk II)	OCDB-ADA4-8-2005	4	14,400.00	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	CS Subprofessional First Level Eligibility		OCD RO IV-B
32	Administrative Aide IV (Stenographer I)	OCDB-ADA4-10-2005	4	14,400.00	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	CS Subprofessional First Level Eligibility		OCD RO IV-B
33	Civil Defense Assistant	OCDB-CDA-23-2015	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		OCD RO V
34	Communications Equipment Operator II	OCDB-CEO2-6-1998	6	15,200.00	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		OCD RO VI
35	Administrative Aide III (Clerk I)	OCDB-ADA3-35-2005	3	13,572.00	Completion of two (2) years studies in college	None required	None required	CS Subprofessional / First Level Eligibility		OCD RO VII

36	Civil Defense Officer I	OCDB-CDO1-13-1998	11	23,877.00	Bachelor's degree	None required	None required	CS Professional / Second Level Eligibility		OCD RO VIII
37	Training Specialist I	OCDB-TRNSP1-34-2015	11	23,877.00	Bachelor's degree	None required	None required	CS Professional / Second Level Eligibility		OCD RO VIII
38	Civil Defense Assistant	OCDB-CDA-24-2015	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		OCD RO VIII
39	Civil Defense Assistant	OCDB-CDA-25-2015	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		OCD RO IX
40	Communications Equipment Operator II	OCDB-CEO2-12-1998	6	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		OCD RO IX
41	Administrative Aide III (Clerk I)	OCDB-ADA3-11-2005	3	13,572.00	Completion of two (2) years studies in college	None required	None required	CS Subprofessional / First Level Eligibility		OCD RO IX
42	Computer Maintenance Technologist I	OCDB-CTMT1-32-2015	11	23,877.00	Bachelor's degree relevant to the job	None required	None required	CS Professional Second Level Eligibility		OCD RO XI
43	Civil Defense Assistant	OCDB-CDA-7-1998	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		OCD RO XI
44	Planning Assistant	OCDB-PLA-1-1998	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		OCD RO XI
45	Administrative Aide III (Clerk I)	OCDB-ADA3-31-2005	3	13,572.00	Completion of two (2) years studies in college	None required	None required	CS Subprofessional / First Level Eligibility		OCD RO XI
46	Administrative Aide III (Clerk I)	OCDB-ADA3-36-2005	3	13,572.00	Completion of two (2) years studies in college	None required	None required	CS Subprofessional / First Level Eligibility		OCD RO XII
47	Civil Defense Officer I	OCDB-CDO1-49-2015	11	23,877.00	Bachelor's degree	None required	None required	CS Professional / Second Level Eligibility		OCD CARAGA
48	Civil Defense Assistant	OCDB-CDA-5-1998	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		OCD CARAGA
49	Civil Defense Assistant	OCDB-CDA-26-2015	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		OCD CARAGA

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 t 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

**NOV 08 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) [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)