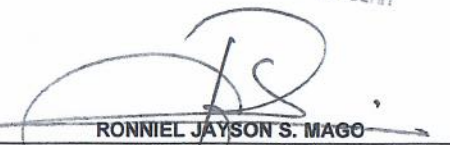


Republic of the Philippines
OFFICE OF CIVIL DEFENSE
Request for Republication of Vacant Positions

DND FEB- 9-2021 11:52AM *hgh*

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: 09 FEB 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 Officer V | OCDB-ADOF5-44-2015 | 18 | 43,681.00 | Bachelor's Degree relevant to the job | Eight (8) hours of relevant training | Two (2) years of relevant experience | CS Professional / Second Level Eligibility | | OCD BARMM |

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

19 FEB 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
ocd.recruitment2020@gmail.com