



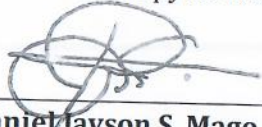
OFFICE OF CIVIL DEFENSE
 Central Office
 Camp General Emilio Aguinaldo, Quezon City

NOTICE OF HIRING
 (Contract of Service)

JOB SUMMARY	
Position Title:	Technical Support (Technical Writer)
No. of Vacancies:	1
Place of Assignment:	Capacity-Building and Training Service (CBTS)
Monthly Compensation:	₱ 23,877.00
MINIMUM QUALIFICATIONS	
Education:	Bachelor's Degree
Training:	Preferably with at least 4 hours of training on Technical Writing, Project Management, Training Facilitation, and/or Training Assessment
Experience:	Preferably with at least 1 year of work experience involving Technical Writing, Project Management, Training Facilitation, and/or Training Assessment
Eligibility:	Preference shall be given to applicants with Civil Service Eligibility
JOB DESCRIPTION	
<p>The contractor is expected to perform the following functions:</p> <ul style="list-style-type: none"> • Conduct activities relevant to the development of National CPs for Active Volcanoes in Philippines which includes meetings, workshops, writeshops, etc.; • Able to provide technical support in the development of proposal, frameworks and contingency plan; • Perform administrative functions relevant to the program; • Package and proofread contingency plans; • Assist the testing and evaluation of plans through the conduct of simulation exercises; • Attend meetings, workshops and other related activities that are essential to the project; • Submit monthly progress report on the accomplishments and actions taken relative to the projects; • Report daily to OCD CBTS; and • Perform other tasks as directed. 	

Interested and qualified applicants should submit the following documents through e-mail at ocd.recruitment2020@gmail.com, with an application letter addressed to the undersigned, not later than JUN 08 2021:

1. Fully accomplished and notarized Personal Data Sheet (with Work Experience Sheet) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Valid NBI Clearance; and
3. Photocopy of Transcript of Records.



Ronnie Jayson S. Mago

Chief, Human Resource Management and Development Division