



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

20 JAN 2021

**NOTICE OF HIRING**  
(Contract of Service)

<b>JOB SUMMARY</b>	
Position Title:	<b>Technical Support</b>
No. of Vacancies:	<b>1</b>
Place of Assignment:	<b>Operations Service – Information and Communications Technology Division</b>
Monthly Compensation:	<b>₱ 20,754.00</b>
<b>MINIMUM QUALIFICATIONS</b>	
Education:	<b>Bachelor's Degree in the field of Information Technology, Computer Science, Telecommunications, or Electronics</b>
Training:	<b>Preferably with at least 4 hours of training on Computer Programming, Database Management, Information Management, Problem Solving, and/or Hardware/Software Applications</b>
Experience:	<b>Preferably with at least 1 year of work experience involving Computer Programming, Database Management, Information Management, Problem Solving, and/or Hardware/Software Applications</b>
Eligibility:	<b>Preference shall be given to applicants with Civil Service Eligibility</b>
<b>JOB DESCRIPTION</b>	
<p>The contractor is expected to perform the following functions:</p> <ul style="list-style-type: none"><li>• Assist on the Content Management System of NDRRMC and OCD Website;</li><li>• Assist on the development, documentation, implementation, deployment, and maintenance of various OCD Information Systems;</li><li>• Assist on the monitoring and maintenance of OCD's virtual and physical server;</li><li>• Provide IT and systems support to OCD service units;</li><li>• Render duty at the NDRRM Operations Center as IT support; and</li><li>• Perform other functions as may be directed by the supervisor.</li></ul>	

**Interested and qualified applicants** should 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, not later than **25 JAN 2021**:

1. Fully accomplished and notarized Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Copy of valid NBI Clearance; and
3. Photocopy of Transcript of Records;

  
**Ronniel Jayson S. Maga**  
Chief, Human Resource Management and Development Division