



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

20 JAN 2021

NOTICE OF HIRING
(Contract of Service)

JOB SUMMARY	
Position Title:	Technical Support
No. of Vacancies:	1
Place of Assignment:	Operations Service – Information and Communications Technology Division
Monthly Compensation:	₱ 20,754.00
MINIMUM QUALIFICATIONS	
Education:	Bachelor's Degree in the field of Information Technology, Computer Science, Telecommunications, or Electronics
Training:	Preferably with at least 4 hours of training on Computer Programming, Database Management, Information Management, Problem Solving, and/or Hardware/Software Applications
Experience:	Preferably with at least 1 year of work experience involving Computer Programming, Database Management, Information Management, Problem Solving, and/or Hardware/Software Applications
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">• Perform operation, maintenance, and management of NDRRM Operations Center Collaboration System;• Coordinate concerns on video teleconferencing equipment and software diagnosis to other concerned offices;• Perform installation, troubleshooting, repair, and preventive maintenance of ICT resources;• Provide technical, secretarial and user support as requested;• Perform variety of clerical tasks including meeting preparation, coordination, and complete staff work;• Assist on the preparation of documents and requirements to facilitate ICTD – Network Management Section (NMS) projects;• Provide assistance and coordination in the implementation of ICTD projects and activities;• Render duty at the NDRRM Operations Center during heightened alert; and• Perform other functions as may be directed by the immediate supervisor.	

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 **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;
2. Copy of valid NBI Clearance; and
3. Photocopy of Transcript of Records;

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