



OFFICE OF CIVIL DEFENSE

Central Office
Camp General Emilio Aguinaldo, Quezon City

NOTICE OF HIRING

(Contract of Service)

JOB SUMMARY	
Position Title:	Technical Support
No. of Vacancies:	5
Place of Assignment:	Rehabilitation and Recovery Management Service (RRMS)
Monthly Compensation:	₱ 23,877.00
MINIMUM QUALIFICATIONS	
Education:	Bachelor's Degree relevant to the job
Training:	Preferably with at least 4 hours of training in Technical Writing, Data Analyzation, Research and Secretariat Functions
Experience:	Preferably with at least 1 year of work experience involving Stenography, Secretariat Services, Research and Administrative Functions
Eligibility:	Preference shall be given to applicants with Civil Service Eligibility
JOB DESCRIPTION	
<p>The contractor is expected to perform the following functions in line with the performance of NTF Recovery Cluster Secretariat:</p> <ul style="list-style-type: none"> • Assist the OCD NTF Recovery Cluster Secretariat in meeting preparation and management; • Take dictation of the proceedings of the NTF/Inter-Task Group Meetings and prepare Brief Notes on Key Agreements made in the Inter-Cluster meetings; • Draft Summary of Agreements, Minutes of the Meeting and Matters Arising from the previous meeting; • Prepare RRMS Monthly Accomplishment Report (MAR) which will form part of the OCD MAR; • Compile formulated and/or received Recovery Cluster Files; • Coordinate with the focal persons of NEDA and TGs of the Recovery Cluster; • Process NDRRM Fund requests received; 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 **26 MAY 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. Valid NBI Clearance; and
3. Photocopy of Transcript of Records;



Ronniel Jayson S. Mago

Chief, Human Resource Management and Development Division