



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:	1
Place of Assignment:	Policy Development and Planning Service - DRRM Development and Standards Division
Monthly Compensation:	₱ 20,754.00
MINIMUM QUALIFICATIONS	
Education:	Preferably a graduate of Bachelor of Science in Political Science or Legal Management
Training:	Preferably with at least 4 hours of training on Research, Legislative Methodologies, and/or Technical/Legal Writing
Experience:	Preferably with at least 1 year of work experience involving Research, Legislative Methodologies, and/or Technical/Legal Writing
Eligibility:	Preference shall be given to applicants with Civil Service Eligibility, but not required
JOB DESCRIPTION	
The contractor is expected to perform the following functions: <ul style="list-style-type: none">• Conduct legal, legislative, and other related research;• Prepare legislative/policy briefs;• Formulate position papers for various legislative measures and other related policies;• Act as a legislative liaison for the agency;• Represent the agency, if necessary, in various legislative hearings and other policy-related meetings;• Craft a proposal for a legislative liaison system and processes for the OCD;• Prepare pro forma documents for legislative-related concerns; and• Perform other tasks as 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 APR 11 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. Mago

Chief, Human Resource Management and Development Division