



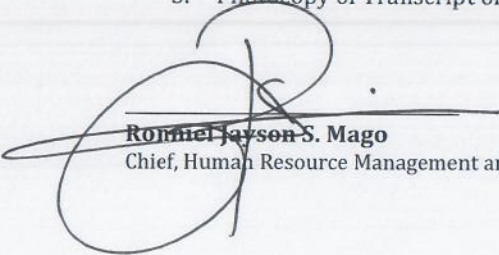
**OFFICE OF CIVIL DEFENSE**  
Central Office  
Camp General Emilio Aguinaldo, Quezon City

**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>Policy Development and Planning Service - Plans, Programs and Projects Development and Management Division</b>
Monthly Compensation:	<b>₱ 20,754.00</b>
<b>MINIMUM QUALIFICATIONS</b>	
Education:	<b>Bachelor's Degree in the field of Social Sciences or other related courses</b>
Training:	<b>Preferably with at least 4 hours of training on Technical Writing, Research, Project Implementation, and/or Monitoring and Evaluation</b>
Experience:	<b>Preferably with at least 1 year of work experience involving Technical Writing, Research, Project Implementation, and/or Monitoring and Evaluation</b>
Eligibility:	<b>Preference shall be given to applicants with Civil Service Eligibility, but not required</b>
<b>JOB DESCRIPTION</b>	
The contractor is expected to perform the following functions: <ul style="list-style-type: none"><li>• Facilitate formulation of OCD's periodic plans and targets, strategic plans, and other related plans in accordance with approved planning development guidance;</li><li>• Conduct periodic monitoring and evaluation of OCD's internal plans, programs and project implementation;</li><li>• Act as secretariat of the Performance Management Team in the implementation of Strategic Performance Management System (SPMS); and</li><li>• Perform other functions as may be directed by the immediate 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 **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](http://www.csc.gov.ph);
2. Copy of valid NBI Clearance; and
3. Photocopy of Transcript of Records;

  
**Rommel Jayson S. Mago**  
Chief, Human Resource Management and Development Division