



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

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

15 FEB 2021

JOB SUMMARY	
Position Title:	<b>Technical Support (IT Specialist)</b>
No. of Vacancies:	<b>1</b>
Place of Assignment:	<b>Capacity Building and Training Service - Curriculum Development Division</b>
Monthly Compensation:	<b>₱ 20,754.00</b>
MINIMUM QUALIFICATIONS	
Education:	<b>Bachelor's Degree preferably in the field of Information Technology and/or Computer Programming</b>
Training:	<b>Preferably with at least 4 hours of training in Information Management System, Database Management, and/or Troubleshooting</b>
Experience:	<b>Preferably with at least 1 year of work experience involving Information Management System, Database Management, and/or Troubleshooting</b>
Eligibility:	<b>Preference shall be given to applicants with Civil Service Eligibility</b>
JOB DESCRIPTION	
<p>The contractor is expected to perform the following functions:</p> <ul style="list-style-type: none"> <li>• Maintain, develop, and update the online training platforms to be used for the delivery of DRRM training courses for the current FY and for eventual adoption in the NDRRMTI;</li> <li>• Maintain, develop, and update the Training Information Management System (IMS) to provide real-time monitoring and databasing of all data of the OCD Central and Regional Offices and other accredited learning service providers. The general features, functionalities, and components of the IMS will be determined by the superior;</li> <li>• Maintain, develop, and update the DRRM Knowledge Center as web-platform for all DRRM and CCAM related materials;</li> <li>• Test the functionality of the Training IMS and DRRM Knowledge Center and troubleshoot any bugs and issues that may arise;</li> <li>• Work with the OCD - Information and Communication Division to ensure that the accessibility of the Training IMS and DRRM Knowledge Center by all concerned stakeholders;</li> <li>• Submit monthly progress report on the accomplishments and actions taken relative to the projects; and</li> <li>• Perform other duties as required 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 **20 FEB 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;

~~Ronnie Jayson S. Mago~~

Chief, Human Resource Management and Development Division