



20 JAN 2021

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

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

JOB SUMMARY	
Position Title:	<b>Technical Support (Policy 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 Social Sciences</b>
Training:	<b>Preferably with at least 4 hours of training in Technical Writing, Strategy/Policy Formulation, Policy Development, Research, Monitoring and Evaluation, or Project Management</b>
Experience:	<b>Preferably with at least 1 year of work experience involving Technical Writing, Policy Development, Research, Monitoring and Evaluation, or Project Management</b>
Eligibility:	<b>Preference shall be given to applicants with Civil Service Eligibility</b>
JOB DESCRIPTION	
The contractor is expected to perform the following functions: <ul style="list-style-type: none"><li>• Develop policies for innovative delivery of DRRM training courses using online platforms;</li><li>• Review, analyze, and update existing DRRM Training Policies and Guidelines;</li><li>• Identify gaps and inconsistencies in the goals and outputs of DRRM Training Programs that require policy interventions;</li><li>• Undertake complete staff work in the development of training policies and guidelines for OCD and NDRRMC;</li><li>• Provide strategic plans and actions for a more effective delivery of training programs based on the policies that were formulated;</li><li>• Submit monthly progress report on the accomplishments and actions taken relative to the projects;</li><li>• Report daily to OCD CBTS; 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 **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](http://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