



**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 (NTF Secretariat)</b>
No. of Vacancies:	<b>3</b>
Place of Assignment:	<b>Policy Development and Planning Service</b>
Monthly Compensation:	<b>₱ 23,877</b>
MINIMUM QUALIFICATIONS	
Education:	<b>Bachelor's Degree in the field of Communications, Social Sciences, Statistics, Data Sciences and other related course program</b>
Training:	<b>Preferably with at least 4 hours of training on Technical Writing, Research, Program Implementation, and/or Monitoring Evaluation</b>
Experience:	<b>Preferably with at least 1 year of work experience involving Technical Writing, Research, Program Implementation, and/or Monitoring Evaluation</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>● Hosting of Regular NTF Inter Cluster Meeting;</li> <li>● Processing of Requests for Travel Exemptions per NTF Memorandum No. 6 and 6A;</li> <li>● Referral and Monitoring Activities;</li> <li>● Preparation of daily NTF Covid-19 Response Situation Report (SitRep);</li> <li>● Hosting and facilitation of regular NTF Response Cluster Meeting to be led and presided over by the NEDA;</li> <li>● Hosting of regular NTF meetings to be co-presided by the OCD and National Incident Command (NIC);</li> <li>● Preparation of regular NTF reports (daily, weekly, etc.) for submission to the NIC, NTF and other principals;</li> <li>● Consolidation and management of Covid-19 response and recovery data;</li> <li>● Support to NTF Monitoring &amp; Evaluation;</li> </ul>	

- Liaison to IATF & Clusters; and
- Perform such other functions as may be directed by the Director, PDPS/Supervising Official of the NTF Secretariat

**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 **MAY 15 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;



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**Ronniel Jayson S. Mago**

Chief, Human Resource Management and Development Division