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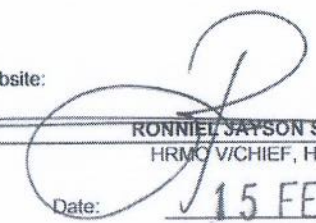
CS Form No. 9
Revised 2018

Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines
OFFICE OF CIVIL DEFENSE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the OFFICE OF CIVIL DEFENSE in the CSC website:


RONNEL JAYSON S. MAGO
HRMO V/CHIEF, HRMDD
Date: 15 FEB 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Planning Officer III	OCDB-PLO3-1-1998	18	43,681.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) year of relevant experience	CS Professional Second Level Eligibility	Plans, Programs and Project Development and Management Division - Policy Development and Planning Service (PPDMD - PDPS)
2	Civil Defense Officer I	OCDB-CDO1-12-2015	11	23,877.00	Bachelor's degree	None required	None required	CS Professional Second Level Eligibility	24/7 Operations Center - Operations Service (24/7 OpCen - OS)
3	Administrative Assistant III (Computer Operator II)	OCDB-ADAS3-2-2005	9	19,593.00	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	CS Subprofessional Data Encoder (MC No. 6,s.2010) First Level Eligibility	Human Resource Management and Development Division - Administrative and Financial Management Service (HRMDD-AFMS)
4	Civil Defense Officer III	OCDB-CDO3-24-2015	18	43,681.00	Bachelor's degree	Eight (8) hours of relevant training	Two (2) year of relevant experience	CS Professional Second Level Eligibility	OCD Region II
5	Civil Defense Officer I	OCDB-CDO1-8-1999	11	23,877.00	Bachelor's degree	None required	None required	CS Professional Second Level Eligibility	OCD Region II
6	Communications Equipment Operator II	OCDB-CEO2-5-1998	6	16,200.00	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Communications Equipment Operator - CSC MC 10,s. 2013 Cat.II	OCD Region II
7	Administrative Aide III (Clerk I)	OCDB-ADA3-33-2005	3	13,572.00	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	CS Subprofessional First Level Eligibility	OCD Region II

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than

25 FEB 2021

Late applications shall not be entertained.

1. **UPDATED** and **FULLY ACCOMPLISHED Personal Data Sheet** and **Work Experience Sheet** with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
2. Performance rating for **the last rating period** (for government employees);
3. Photocopy of certificate of eligibility/board rating/license;
4. Photocopy of Training Certificates;
5. Photocopy of Transcript of Records; and
6. Copy of Valid NBI Clearance

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

QUALIFIED APPLICANTS are advised to hand in/send through courier/email their application to:

RONNIEL JAYSON S. MAGO

Chief, HRMDD

OCD Central Office, Camp General Emilio Aguinaldo,

ocd.recruitment2020@gmail.com