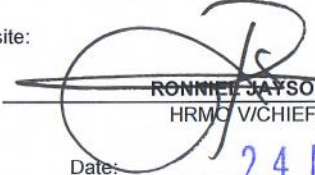


Republic of the Philippines
OFFICE OF CIVIL DEFENSE
Request for Publication of Vacant Positions

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:


RONNIE JAYSON S. MAGDO
HRMO V/CHIEF, HRMDD
Date: 24 MAR 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	Competency (if applicable)	
1	Human Resource Management Officer II	OCDB-HRMO2-15-2015	15	33,575.00	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional Second Level Eligibility		Human Resource Management and Development Division
2	Human Resource Management Officer I	OCDB-HRMO1-15-2015	11	23,877.00	Bachelor's degree	None required	None required	CS Professional Second Level Eligibility		Human Resource Management and Development Division
3	Civil Defense Officer III	OCDB-CDO3-8-1998	18	43,681.00	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Professional Second Level Eligibility		OCD Cordillera Administrative Region
4	Civil Defense Officer I	OCDB-CDO1-2-1998	11	23,877.00	Bachelor's degree	None required	None required	CS Professional Second Level Eligibility		OCD Cordillera Administrative Region
5	Civil Defense Officer I	OCDB-CDO1-31-2015	11	23,877.00	Bachelor's degree	None required	None required	CS Professional Second Level Eligibility		OCD Region I
6	Planning Officer I	OCDB-PLO1-25-2015	11	23,877.00	Bachelor's degree relevant to the job	None required	None required	CS Professional Second Level Eligibility		OCD Region I
7	Civil Defense Assistant	OCDB-CDA-1-1998	8	18,251.00	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	CS Subprofessional/ First Level Eligibility		OCD Region I
8	Planning Officer I	OCDB-PLO1-27-2015	11	23,877.00	Bachelor's degree relevant to the job	None required	None required	CS Professional Second Level Eligibility		OCD Region III
9	Civil Defense Officer III	OCDB-CDO3-47-2015	18	43,681.00	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Professional Second Level Eligibility		OCD Region VII
10	Civil Defense Assistant	OCDB-CDA-25-2015	8	18,251.00	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	CS Subprofessional/ First Level Eligibility		OCD Region IX
11	Civil Defense Officer I	OCDB-CDO1-10-1999	11	23,877.00	Bachelor's degree	None required	None required	CS Professional Second Level Eligibility		OCD Region X

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 03 APR 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,

gcd.recruitment2020@gmail.com