



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

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

25 MAR 2021

<b>JOB SUMMARY</b>	
Position Title:	<b>Technical Support (Technical Writer: Knowledge Management and Administration)</b>
No. of Vacancies:	<b>2</b>
Place of Assignment:	<b>Capacity Building and Training Service</b>
Monthly Compensation:	<b>₱ 20,754.00</b>
<b>MINIMUM QUALIFICATIONS</b>	
Education:	<b>Bachelor's Degree preferably in the field of Social Sciences or other related courses</b>
Training:	<b>Preferably with at least 4 hours of training in Technical Writing, Research, Data Gathering, and/or Project Implementation</b>
Experience:	<b>Preferably with at least 1 year of work experience involving Technical Writing, Research, Data Gathering, and/or Project Implementation</b>
Eligibility:	<b>Preference shall be given to applicants with Civil Service Eligibility</b>
<b>JOB DESCRIPTION</b>	
The contractor is expected to perform the following functions: <ul style="list-style-type: none"><li>• Develop and implement manual, templates, work methods, and techniques designed to operationalize knowledge management and administrative matters of NDRRMTI;</li><li>• Determine the needs of users of technical documentation;</li><li>• Collect user feedback to update and improve content;</li><li>• Revise, edit, or update instructions, technical information, and frequently asked questions as necessary;</li><li>• Maintain an updated indexing of vital information;</li><li>• Facilitate, coordinate, and attend meetings, programs, and activities relevant to the assigned job;</li><li>• Report daily to OCD CBTS; 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 30 MAR 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