



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

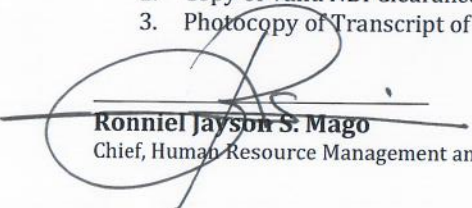
NOTICE OF HIRING
(Contract of Service)

16 FEB 2021

JOB SUMMARY	
Position Title:	Technical Support
No. of Vacancies:	1
Place of Assignment:	Operations Service - Information and Communications Technology Division
Monthly Compensation:	₱ 20,754.00
MINIMUM QUALIFICATIONS	
Education:	Bachelor's Degree in the field of Information Technology, Computer Science, Telecommunications, or Electronics
Training:	Preferably with at least 4 hours of training on Computer Programming, Database Management, Information Management, Problem Solving, and/or Hardware/Software Applications
Experience:	Preferably with at least 1 year of work experience involving Computer Programming, Database Management, Information Management, Problem Solving, and/or Hardware/Software Applications
Eligibility:	Preference shall be given to applicants with Civil Service Eligibility
JOB DESCRIPTION	
<p>The contractor is expected to perform the following functions:</p> <ul style="list-style-type: none">• Assist on the Content Management System of NDRRMC and OCD Website;• Assist on the development, documentation, implementation, deployment, and maintenance of various OCD Information Systems;• Assist on the monitoring and maintenance of OCD's virtual and physical server;• Provide IT and systems support to OCD service units;• Render duty at the NDRRM Operations Center as IT support; and• Perform other functions as may be directed by the supervisor.	

Interested and qualified applicants should submit the following documents through e-mail at ocd.recruitment2020@gmail.com, with an application letter addressed to the undersigned, not later than **21 FEB 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;
2. Copy of valid NBI Clearance; and
3. Photocopy of Transcript of Records;


Ronniel Jayson S. Mago
Chief, Human Resource Management and Development Division