



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

NOTICE OF HIRING
(Contract of Service)

15 FEB 2021

JOB SUMMARY	
Position Title:	Technical Support (Technical Writer)
No. of Vacancies:	1
Place of Assignment:	Capacity Building and Training Service
Monthly Compensation:	₱ 20,754.00
MINIMUM QUALIFICATIONS	
Education:	Bachelor's Degree preferably in the field of Social Sciences and other related courses
Training:	Preferably with at least 4 hours of training in Technical Writing, Research, and/or Data Gathering
Experience:	Preferably with at least 1 year of work experience involving Technical Writing, Research, and/or Data Gathering
Eligibility:	Preference shall be given to applicants with Civil Service Eligibility
JOB DESCRIPTION	
The contractor is expected to perform the following functions: <ul style="list-style-type: none">• Develop a plan relative to the crafting of DRRM Certificate and Diploma courses;• Gather and analyze essential information and data from other agencies, institutions, and other external sources as input in policy formulation, discussion, and report generation;• Facilitate, coordinate, and attend meetings, programs, and activities relevant to the assigned job;• Report daily to OCD CBTS; and• Perform other duties as required by the immediate 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 **20 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