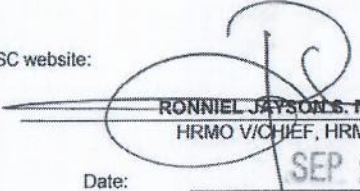


Republic of the Philippines
OFFICE OF CIVIL DEFENSE
Request for Publication of Vacant Positions

DND SEP-22-2020 3:46PM

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:


RONNIEL JAYSON S. MAGCO
HRMO V/CHIEF, HRMDD
Date: SEP 22 2020

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	Training Specialist IV	OCDB-TRNSP4-5-1999	22	66,867.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Professional /2nd Level Eligibility		Curriculum Development Division - Capacity-Building and Training Service (CDD-CBTS)
2	Information Officer II	OCDB-INFO2-16-2015	15	32,053.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional /2nd Level Eligibility		OCD CAR
3	Communications Equipment Operator II	OCDB-CEO2-4-1998	6	15,524.00	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course	None required	None required	CSC MC 10, s. 2013 Cat. II		OCD CAR
4	Computer Programmer II	OCDB-COMPRO2-27-2015	15	32,053.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional /2nd Level Eligibility		OCD CAR
5	Training Specialist I	OCDB-TRNSP1-26-2015	11	22,316.00	Bachelor's Degree	None required	None required	CS Professional /2nd Level Eligibility		OCD Region 1
6	Communications Equipment Operator II	OCDB-CEO2-7-1998	6	15,524.00	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course	None required	None required	CSC MC 10, s. 2013 Cat. II		OCD Region 1
7	Civil Defense Officer V	OCDB-CDO5-17-1998	24	85,074.00	Masters Degree or Certificate in Leadership and Management from CSC	40 hours of training in supervisory/ management learning and development intervention	4 years supervisory/ management experience	CS Professional /2nd Level Eligibility		OCD Region 2
8	Civil Defense Officer IV	OCDB-CDO4-5-1998	22	66,867.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Professional /2nd Level Eligibility		OCD Region 5
9	Civil Defense Officer IV	OCDB-CDO4-3-1998	22	66,867.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Professional /2nd Level Eligibility		OCD Region 8

10	Civil Defense Officer III	OCDB-CDO3-23-2015	18	42,159.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	CS Professional /2nd Level Eligibility	OCD Region 9
11	Civil Defense Officer III	OCDB-CDO3-31-2015	18	42,159.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	CS Professional /2nd Level Eligibility	OCD Region 9
12	Administrative Aide III (Clerk I)	OCDB-ADA3-11-2005	3	13,019.00	Completion of 2 years studies in College	None required	None required	CS Sub-Professional Eligibility/1st Level Eligibility	OCD Region 9
13	Planning Assistant	OCDB-PLA-1-1998	8	17,505.00	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional Eligibility/1st Level Eligibility	OCD Region 11
14	Civil Defense Officer IV	OCDB-CDO4-8-1998	22	66,867.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Professional /2nd Level Eligibility	OCD CARAGA
15	Civil Defense Officer II	OCDB-CDO2-35-2015	15	32,053.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional /2nd Level Eligibility	OCD CARAGA
16	Information Officer II	OCDB-INFO2-35-2015	15	32,053.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional /2nd Level Eligibility	OCD CARAGA
17	Information Officer II	OCDB-INFO2-36-2015	15	32,053.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional /2nd Level Eligibility	OCD CARAGA
18	Civil Defense Officer I	OCDB-CDO1-3-1998	11	22,316.00	Bachelor's Degree	None required	None required	CS Professional /2nd Level Eligibility	OCD CARAGA
19	Civil Defense Officer I	OCDB-CDO1-13-1999	11	22,316.00	Bachelor's Degree	None required	None required	CS Professional /2nd Level Eligibility	OCD CARAGA

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 OCT 02 2020. 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 Transcript of Records; and
5. 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, Quezon
ocd.recruitment2020@gmail.com