

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:

DND SEP-23-2020 9:40 AM

RONNIEL JAYSON S. MAGO
HRMO V/CHIEF, HRMDD

Date:

23 SEP 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	
1	Administrative Officer IV (republishation)	OCDB-ADOF4-6-2019	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	Procurement Management Division - Administrative and Financial Management Service (PMD-AFMS)
2	Administrative Officer IV (republishation)	OCDB-ADOF4-7-2019	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	Procurement Management Division - Administrative and Financial Management Service (PMD-AFMS)
3	Administrative Officer IV (republishation)	OCDB-ADOF4-8-2019	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	Procurement Management Division - Administrative and Financial Management Service (PMD-AFMS)

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 OCT 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