

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

To: **CIVIL SERVICE COMMISSION (CSC)**

We hereby request the republication of the following vacant positions, which are authorized to be filled, at the OFFICE OF CIVIL DEFENSE in the CSC website:

DND SEP-29-2020 9:29AM

RONNIEL JAYSON S. MAGO
HRMO V/CHIEF, HRMDD

Date: _____

12 9 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	Competency (if applicable)	
1	Administrative Officer V (republication)	OCDB-ADOF5-26-2005	18	42,159.00	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Professional /2nd Level Eligibility		General Services Division - Administrative and Financial Management Service (GSD-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 10/03/2020

09 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