



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

21 SEP 2020

**NOTICE OF HIRING**  
(Contract of Service)

<b>JOB SUMMARY</b>	
Position Title:	<b>Technical Support</b>
No. of Vacancies:	<b>4</b>
Place of Assignment:	<b>Operations Service</b>
Monthly Compensation:	<b>₱ 20,754.00</b>
<b>MINIMUM QUALIFICATIONS</b>	
Education:	<b>Bachelor's Degree of any course</b>
Training:	<b>Preferably with at least 4 hours of training in Administrative tasks, Records Management, Office Administration, or Quality Management System</b>
Experience:	<b>Preferably with at least 1 year of work experience involving Administrative duties, Records Management, Office Administration, or Quality Management System</b>
Eligibility:	<b>Preference shall be given to applicants with Civil Service Eligibility</b>
<b>JOB DESCRIPTION</b>	
The contractor is expected to perform the following functions: <ul style="list-style-type: none"><li>• Perform administrative tasks in the management of OS files, reports, and other documents in adherence to ISO requirements;</li><li>• Maintain records and files of the Service; and</li><li>• Perform other duties as required by the immediate supervisor.</li></ul>	

**Interested and qualified applicants** should submit the following documents through e-mail at [ocd.recruitment2020@gmail.com](mailto:ocd.recruitment2020@gmail.com), with an application letter addressed to the undersigned, not later than 26 SEP 2020:

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](http://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