



OFFICE OF CIVIL DEFENSE

Central Office
Camp General Emilio Aguinaldo, Quezon City

NOTICE OF HIRING

(Contract of Service)

JOB SUMMARY

Position Title:	Administrative Support
No. of Vacancies:	1
Place of Assignment:	Information and Communications Technology Division (ICTD)
Monthly Compensation:	₱ 15,275.00
MINIMUM QUALIFICATIONS	
Education:	At least 2 year technical / diploma / vocational course (Preferably IT related)
Training:	Preferably with at least 4 hours of relevant training
Experience:	Preferably with at least 1 year of work experience in Admin
Eligibility:	Preference shall be given to applicants with Civil Service Eligibility
JOB DESCRIPTION	
<p>The contractor is expected to perform the following functions:</p> <ul style="list-style-type: none"> • Performs ICTD document management and monitoring in accordance with the International Organization for Standardization (ISO) policies; • Performs clerical and administrative tasks including meeting preparation, coordination and complete staff work in compliance to the Total Quality Management System (TQMS) ; • Provides administrative assistance on project documentation and coordination and on relative ICTD activities ; • Renders duty at the NDRRM Operations Center during heightened alert; and • Performs other functions as may be directed by 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 **JUN 06 2021** :

1. Fully accomplished and notarized Personal Data Sheet (with Work Experience Sheet) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Valid NBI Clearance; and

3. Photocopy of Transcript of Records;

A handwritten signature in black ink, appearing to read "Romniel Jayson S. Mago". The signature is written in a cursive style with a large initial 'R' and 'J'.

Romniel Jayson S. Mago
Chief, Human Resource Management and Development Division