



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

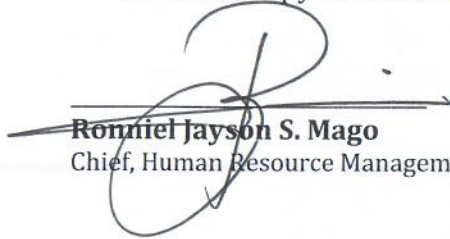
**NOTICE OF HIRING**  
(Contract of Service)

<b>JOB SUMMARY</b>	
Position Title:	<b>Technical Support (Technical Writer)</b>
No. of Vacancies:	<b>1</b>
Place of Assignment:	<b>Operations Service - Response and Operational Coordination Division (OS-ROCD)</b>
Monthly Compensation:	<b>₱ 23,877.00</b>
<b>MINIMUM QUALIFICATIONS</b>	
Education:	<b>Bachelor's Degree relevant to the job</b>
Training:	<b>Preferably with at least 4 hours of relevant training</b>
Experience:	<b>Preferably with at least 1 year of work experience in Technical Writing</b>
Eligibility:	<b>Preference shall be given to applicants with Civil Service Eligibility</b>
<b>JOB DESCRIPTION</b>	
<p>The contractor is expected to perform the following functions:</p> <ul style="list-style-type: none"><li>• Consolidate, enhance and update the output produced from the writeshop / workshops conducted by OCD on the development of the National Disaster Response Plan (NDRP) for CBRN and comments / recommendations from succeeding FGDs / Small Group Meetings with TWGs / concerned agencies ;</li><li>• Monitor the status of the progress on the drafting of the NDRP for CBRN to OCD officials;</li><li>• Coordinate and follow-up with the concerned agencies required documents and other related inputs;</li><li>• Submit monthly progress report on the accomplishments and actions taken relative to the project; and</li><li>• Consult matters relative to the drafting of the plan needing clarifications / review with ROCD-OS.</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 JUN 05 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](http://www.csc.gov.ph);
2. Valid NBI Clearance; and

3. Photocopy of Transcript of Records;

A handwritten signature in black ink, consisting of a large, stylized 'R' followed by 'MAGO'. The signature is written over a horizontal line.

**Ronniel Jayson S. Mago**

Chief, Human Resource Management and Development Division