

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

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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:

[Signature]
RONNIE L. MAGO
HRMO CHIEF, HRMDD
Date: **17 MAY 2021**

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	Engineer III	OCDB-ENG3-15-2015	19	48,313.00	Bachelor's degree in Engineering relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080	Post-Disaster Evaluation and Management Division - Rehabilitation and Recovery Management Service (PDEMD - RRMS)
2	Accountant III	OCDB-A3-11-2015	19	48,313.00	Bachelor's degree in Commerce/Business Administration major in Accounting	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080	DRRM Fund Management Division - Rehabilitation and Recovery Management Service (DFMD - RRMS)
3	Computer Programmer II	OCDB-COMPRO2-27-2015	15	33,575.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional / Second Level Eligibility	OCD Cordillera Administrative Region
4	Information Officer II	OCDB-INFO2-16-2015	15	33,575.00	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional / Second Level Eligibility	OCD Cordillera Administrative Region
5	Communications Equipment Operator II	OCDB-CEO2-4-1998	6	16,200.00	Completion of two (2) years studies in College or High School Graduate with relevant Vocational/Trade Course	None required	None required	Communications Equipment Operator - CSC MC 10.s. 2013 Cat.II	OCD Cordillera Administrative Region
6	Administrative Aide IV (Clerk II)	OCDB-ADA4-13-2005	4	14,400.00	Completion of two (2) years studies in College	None required	None required	CS Subprofessional / First Level Eligibility	OCD Cordillera Administrative Region
7	Administrative Aide III (Clerk I)	OCDB-ADA3-11-2005	3	13,572.00	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	CS Subprofessional / First Level Eligibility	OCD Region IX
8	Civil Defense Officer IV	OCDB-CDO4-12-1998	22	68,415.00	Bachelor's degree	Sixteen (16) hours of relevant training	Three (3) year of relevant experience	CS Professional / Second Level Eligibility	OCD Region XI

9	Information Officer II	OCDB-INFO2-33-2015	15	33,575.00	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional / Second Level Eligibility		OCD Region XI
10	Planning Assistant	OCDB-PLA-1-1998	8	18,251.00	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	CS Subprofessional / First Level Eligibility		OCD Region XI

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

27 MAY 2021

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 Training Certificates;
5. Photocopy of Transcript of Records; and
6. 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