



21 SEP 2020

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

NOTICE OF HIRING
(Contract of Service)

JOB SUMMARY	
Position Title:	Technical Support
No. of Vacancies:	2
Place of Assignment:	Operations Service - Logistics, Interoperability and Force Management Division
Monthly Compensation:	₱ 20,754.00
MINIMUM QUALIFICATIONS	
Education:	Bachelor's Degree preferably in the field of Social Sciences, Political Science, Public Administration, and other related courses
Training:	Preferably with at least 4 hours of training in Technical Writing, Resource Management, or Logistical Coordination during Disaster Response
Experience:	Preferably with at least 1 year of work experience involving in Technical Writing, Resource Management, or Logistical Coordination during Disaster Response
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">• Assist in the substantive documentation and analysis of various LIFMD requirements for response;• Provide operational and logistical support in the utilization of resources;• Assist in the coordination of logistical activities of the Division; and• Perform other duties as required by the 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 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;
2. Copy of valid NBI Clearance; and
3. Photocopy of Transcript of Records;


Ronniel Jayson S. Mago

Chief, Human Resource Management and Development Division