

JOB VACANCIES AT THE OFFICE OF CIVIL DEFENSE

The Office of Civil Defense (OCD) has the primary mission of administering a comprehensive national civil defense and disaster risk reduction and management program by providing leadership in the management of strategic and systematic approaches as well as measures to reduce the vulnerabilities and risks to hazards and manage the consequences of disasters. The OCD is one the members of the Risk Reduction and Management Council (NDRRMC) and its services and facilities are being utilized by the Council as its executive arm and secretariat.

To perform such mission, OCD urgently needs qualified individuals to fill up various positions for its central and regional offices as follows:

OFFICE/DIVISION	POSITIONS	COMPETENCIES	MONTHLY SALARY AND SALARY GRADE	MINIMUM QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
OFFICE OF THE ADMINISTRATOR	EXECUTIVE ASSISTANT IV Item Number: EXA4-63-2015	<ul style="list-style-type: none"> • Technical Writing • Effective Communication • Problem Solving and Decision Making 	Monthly Salary: P42,652.00 Salary Grade: 22	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility
	ATTORNEY III Item Number: ATY3-62-2015	<ul style="list-style-type: none"> • Problem Solving and Decision Making • Technical Writing 	Monthly Salary: P39,493.00 Salary Grade: 21	Bachelor of Laws	1 year relevant experience	4 hours relevant training	RA 1080 (BAR)
	PUBLIC RELATIONS OFFICER II Item Number: PRO2-61-2015	<ul style="list-style-type: none"> • Public Affairs • Media Management • Effective Communication • Coordination, Partnering and Networking • Knowledge and Information Management 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree	1 year relevant experience	4 hours relevant training	Career Service (Professional) Second Level Eligibility
	PUBLIC RELATIONS OFFICER I Item Number: PRO1-60-2015	<ul style="list-style-type: none"> • Public Affairs • Media Management • Effective Communication • Coordination, Partnering and Networking • Knowledge and Information Management 	Monthly Salary: P18,549.00 Salary Grade: 11	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility
HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT DIVISION	HUMAN RESOURCE MANAGEMENT OFFICER V Item Number: HRMO5-17-2015	<ul style="list-style-type: none"> • Manpower Planning, Recruitment and Placement • Employee Relations • Talent Management • Test Development and Administration • Training Needs Assessment • Training Assessment and Evaluation • Training Design • Training Implementation 	Monthly Salary: P49,750.00 Salary Grade: 24	Master's Degree	4 years in position/s involving management and supervision	24 hours of training in management and supervision	Career Service (Professional) Second Level Eligibility
	HUMAN RESOURCE MANAGEMENT OFFICER IV Item Number: HRMO4-13-2015	<ul style="list-style-type: none"> • Manpower Planning, Recruitment and Placement • Employee Relations • Talent Management • Test Development and 	Monthly Salary: P42,652.00 Salary Grade: 22	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility

		<ul style="list-style-type: none"> Administration • Training Needs Assessment • Training Assessment and Evaluation • Training Design • Training Implementation • Benefits Administration 					
	HUMAN RESOURCE MANAGEMENT OFFICER III Item Number: HRMO3-16-2015	<ul style="list-style-type: none"> • Manpower Planning, Recruitment and Placement • Employee Relations • Talent Management • Test Development and Administration • Training Needs Assessment • Training Assessment and Evaluation • Training Design • Training Implementation • Benefits Administration 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
	HUMAN RESOURCE MANAGEMENT OFFICER II Item Number: HRMO2-14-2015 HRMO2-15-2015	<ul style="list-style-type: none"> • Manpower Planning, Recruitment and Placement • Employee Relations • Talent Management • Test Development and Administration • Training Needs Assessment • Training Assessment and Evaluation • Training Design • Training Implementation • Benefits Administration 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
	HUMAN RESOURCE MANAGEMENT OFFICER I Item Number: HRMO1-15-2015 HRMO1-16-2015	<ul style="list-style-type: none"> • Manpower Planning, Recruitment and Placement • Employee Relations • Talent Management • Test Development and Administration • Training Needs Assessment • Training Assessment and Evaluation • Training Design • Training Implementation • Benefits Administration 	Monthly Salary: P18,549.00 Salary Grade: 11	Bachelor's Degree in Human Resource, Psychology, Industrial and other related courses	None required	None required	Career Service (Professional) Second Level Eligibility
FINANCIAL MANAGEMENT DIVISION	CHIEF, ADMINISTRATIVE OFFICER Item Number: CADOF-13-2015	<ul style="list-style-type: none"> • Financial Administration and Management • Stakeholders Focus • Planning and Organization 	Monthly Salary: P49,750.00 Salary Grade: 24	Master's Degree	4 years in position occupying management and supervision	24 hours training in management and supervision	Civil Service (Professional) Second Level Eligibility

	SUPERVISING ADMINISTRATIVE OFFICER Item Number: SADOF-58-2015	<ul style="list-style-type: none"> Financial Administration and Management Stakeholders Focus Planning and Organization 	Monthly Salary: P42,652.00 Salary Grade: 22	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	ACCOUNTANT II Item Number: A2-14-2015	<ul style="list-style-type: none"> Financial Administration and Management Stakeholders Focus Planning and Organization 	Monthly Salary: P26,878.00 Salary Grade: 16	Bachelor's Degree in Commerce/ Business Administration major in Accounting	1 year relevant experience	4 hours relevant training	RA 1080 (CPA)
	ADMINISTRATIVE OFFICER IV Item Number: ADOF4-18-2015	<ul style="list-style-type: none"> Financial Administration and Management Stakeholders Focus Planning and Organization 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
ADMINISTRATIVE SERVICES DIVISION	SUPERVISING ADMINISTRATIVE OFFICER Item Number: SADOF-59-2015	<ul style="list-style-type: none"> Procurement, Acquisition and Asset Management Property/Facilities Management Resource Mobilization Employee Relations Stakeholders Focus 	Monthly Salary: P42,652.00 Salary Grade: 22	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	ADMINISTRATIVE OFFICER IV Item Number: ADOF4-19-2015	<ul style="list-style-type: none"> Procurement, Acquisition and Asset Management Property/Facilities Management Resource Mobilization Employee Relations Stakeholders Focus 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	RECORDS OFFICER II Item Number: RO2-15-2015	<ul style="list-style-type: none"> Knowledge and Information Management Library Management Database Administration and Management 	Monthly Salary: P23,044.00 Salary Grade: 14	Bachelor's Degree	1 year of relevant experience	3 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	ADMINISTRATIVE OFFICER II Item Number: ADOF2-14-2015	<ul style="list-style-type: none"> Procurement, Acquisition and Asset Management Property/Facilities Management Resource Mobilization Employee Relations Stakeholders Focus 	Monthly Salary: P18,549.00 Salary Grade: 11	Bachelor's Degree	1 year of relevant experience	4 hours relevant training	Civil Service (Professional) Second Level Eligibility
POST DISASTER EVALUATION AND MANAGEMENT DIVISION	CIVIL DEFENSE OFFICER V Item Number: CDO5-5-2015	<ul style="list-style-type: none"> Damage and Needs Assessment/Damage and Needs Analysis Disaster (Crisis or Emergency) and Risk Communication Coordination, Partnering and Networking Stakeholders Focus 	Monthly Salary: P49,750.00 Salary Grade: 24	Master's Degree	4 years in positions involving management and supervision	24 hours of training in management and supervision	Civil Service (Professional) Second Level Eligibility

		<ul style="list-style-type: none"> • Problem Solving and Decision Making 					
	CIVIL DEFENSE OFFICER IV Item Number: CDO4-4-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster (Crisis or Emergency) and Risk Communication • Coordination, Partnering and Networking • Stakeholders Focus Problem Solving and Decision Making 	Monthly Salary: P42,652.00 Salary Grade: 22	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	ENGINEER III Item Number: ENG3-15-2015 ENG3-16-20	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster (Crisis or Emergency) and Risk Communication • Property/Facilities Management • Risk Assessment 	Monthly Salary: P33,859.00 Salary Grade: 19	Bachelor's Degree in Engineering relevant to the job	2 year of relevant experience	8 hours of relevant training	RA 1080 (Engineer)
	CIVIL DEFENSE OFFICER III Item Number: CDO3-9-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster (Crisis or Emergency) and Risk Communication • Coordination, Partnering and Networking • Stakeholders Focus Problem Solving and Decision Making 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	ENGINEER II Item Number: ENG2-14-2015 ENG2-15-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster (Crisis or Emergency) and Risk Communication • Property/Facilities Management • Risk Assessment 	Monthly Salary: P26,878.00 Salary Grade: 16	Bachelor's Degree in Engineering relevant to the job	1 year of relevant experience	4 hours of relevant training	RA 1080 (Engineer)
	CIVIL DEFENSE OFFICER II Item Number: CDO2-10-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster (Crisis or Emergency) and Risk Communication • Coordination, Partnering and Networking • Stakeholders Focus Problem Solving and Decision Making 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility

DRRM FUND MANAGEMENT DIVISION	CHIEF ADMINISTRATIVE OFFICER Item Number: CADOF-12-2015	<ul style="list-style-type: none"> Financial Administration and Management Resource Mobilization Benefits Administration 	Monthly Salary: P49,750.00 Salary Grade: 24	Master's Degree	4 years in positions involving management and supervision	24 hours of training in management and supervision	Civil Service (Professional) Second Level Eligibility
	SUPERVISING ADMINISTRATIVE OFFICER Item Number: SADOF-57-2015	<ul style="list-style-type: none"> Financial Administration and Management Resource Mobilization Benefits Administration 	Monthly Salary: P42,652.00 Salary Grade: 22	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	ACCOUNTANT III A3-11-2015	<ul style="list-style-type: none"> Financial Administration and Management Resource Mobilization Benefits Administration 	Monthly Salary: P33,859.00 Salary Grade: 19	Bachelor's Degree in Commerce/ Business Administration major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080 (CPA)
	ACCOUNTANT II A2-13-2015	<ul style="list-style-type: none"> Financial Administration and Management Resource Mobilization Benefits Administration 	Monthly Salary: P26,878.00 Salary Grade: 16	Bachelor's Degree in Commerce/ Business Administration major in Accounting	1 year of relevant experience	4 hours of relevant training	RA 1080 (CPA)
24/7 OPERATIONS CENTER	INFORMATION TECHNOLOGY OFFICER I Item Number: ITO1-11-2015	<ul style="list-style-type: none"> Knowledge and Information Management 	Monthly Salary: P33,859.00 Salary Grade: 19	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	COMPUTER PROGRAMMER II Item Number: COMPRO2-10-2015	<ul style="list-style-type: none"> Application Development Database Design 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
INFORMATION AND COMMUNICATIONS DIVISION	INFORMATION TECHNOLOGY OFFICER III Item Number: ITO3-13-2015	<ul style="list-style-type: none"> Database Administration and Management Knowledge and Information Management 	Monthly Salary: P49,750.00 Salary Grade: 24	Master's Degree	4 years in positions involving management and supervision	24 hours of training in management and supervision	Civil Service (Professional) Second Level Eligibility
	INFORMATION TECHNOLOGY OFFICER II Item Number: ITO2-14-2015	<ul style="list-style-type: none"> Database Administration and Management Knowledge and Information Management 	Monthly Salary: P42,652.00 Salary Grade: 22	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	INFORMATION TECHNOLOGY OFFICER I Item Number: ITO1-10-2015	<ul style="list-style-type: none"> Database Administration and Management Knowledge and Information Management 	Monthly Salary: P33,859.00 Salary Grade: 19	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	COMPUTER PROGRAMMER III Item Number: COMPRO3-12-2015	<ul style="list-style-type: none"> Application Development Database Design 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility

	COMPUTER MAINTENANCE TECHNOLOGIST III Item Number: CTMT3-15-2015	<ul style="list-style-type: none"> Database Administration and Management 	Monthly Salary: P29,028.00 Salary Grade: 17	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	INFORMATIONS SYSTEMS ANALYST II Item Number: INFOSA2-18-2015	<ul style="list-style-type: none"> Knowledge and Information Management Database Administration and Management 	Monthly Salary: P26,878.00 Salary Grade: 16	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	COMPUTER PROGRAMMER II Item Number: COMPRO2-9-2015	<ul style="list-style-type: none"> Application Development Database Design 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	COMPUTER MAINTENANCE TECHNOLOGIST II Item Number: CTMT2-16-2015	<ul style="list-style-type: none"> Database Administration and Management 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	ELECTRONICS AND COMMUNICATIONS EQUIPMENT TECHNICIAN IV Item Number: ECET4-20-2015	<ul style="list-style-type: none"> Database Administration and Management Property and Facilities Management 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	INFORMATION SYSTEMS ANALYST I Item Number: INFOSA1-19-2015	<ul style="list-style-type: none"> Information Management Database Administration and Management 	Monthly Salary: P19,940.00 Salary Grade: 12	Bachelor's Degree relevant to the job	None required	None required	Civil Service (Professional) Second Level Eligibility
	COMPUTER PROGRAMMER I Item Number: COMPRO1-11-2015	<ul style="list-style-type: none"> Application Development Database Design 	Monthly Salary: P18,549.00 Salary Grade: 11	Bachelor's Degree relevant to the job	None required	None required	Civil Service (Professional) Second Level Eligibility
	COMPUTER MAINTENANCE TECHNOLOGIST I Item Number: CTMT1-17-2015	<ul style="list-style-type: none"> Database Administration and Management 	Monthly Salary: P18,549.00 Salary Grade: 11	Bachelor's Degree relevant to the job	None required	None required	Civil Service (Professional) Second Level Eligibility
LOGISTICS, INTEROPERABILITY AND FORCE MANAGEMENT DIVISION	CIVIL DEFENSE OFFICER V Item Number: CDO5-4-2015	<ul style="list-style-type: none"> Procurement, Acquisition and Asset Management Property and Facilities Management Resource Mobilization 	Monthly Salary: P49,750.00 Salary Grade: 24	Master's Degree	4 years in positions involving management and supervision	24 hours of training in management and supervision	Civil Service (Professional) Second Level Eligibility
	CIVIL DEFENSE OFFICER IV Item Number: CDO4-3-2015	<ul style="list-style-type: none"> Procurement, Acquisition and Asset Management Property and Facilities Management Resource Mobilization 	Monthly Salary: P42,652.00 Salary Grade: 22	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Civil Service (Professional) Second Level Eligibility

	CIVIL DEFENSE OFFICER III Item Numbers: CDO3-7-2015 CDO3-8-2015	<ul style="list-style-type: none"> Procurement, Acquisition and Asset Management Property and Facilities Management Resource Mobilization 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	CIVIL DEFENSE OFFICER II Item Numbers: CDO2-8-2015 CDO2-9-2015	<ul style="list-style-type: none"> Procurement, Acquisition and Asset Management Property and Facilities Management Resource Mobilization 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	CIVIL DEFENSE OFFICER I Item Number: CDO1-8-2015	<ul style="list-style-type: none"> Procurement, Acquisition and Asset Management Property and Facilities Management Resource Mobilization 	Monthly Salary: P18,549.00 Salary Grade: 11	Bachelor's Degree	None required	None required	Civil Service (Professional) Second Level Eligibility
PLANS, PROGRAMS AND PROJECTS DEVELOPMENT AND MANAGEMENT DIVISION	PLANNING OFFICER IV Item Number: PLO4-8-2015	<ul style="list-style-type: none"> Program/Special Projects Development/Formulation Research Standards Formulation Planning and Organization Monitoring and Evaluation 	Monthly Salary: P42,652.00 Salary Grade: 22	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Civil Service (Professional) Second Level Eligibility
DRRM DEVELOPMENT AND STANDARDS DIVISION	CIVIL DEFENSE OFFICER V Item Number: CDO5-3-2015	<ul style="list-style-type: none"> Program/Special Projects Development/Formulation Research Standards Formulation Planning and Organization Monitoring and Evaluation 	Monthly Salary: P49,750.00 Salary Grade: 24	Master's Degree	4 years in positions involving management and supervision	24 hours of training in management and supervision	Civil Service (Professional) Second Level Eligibility
	CIVIL DEFENSE OFFICER IV Item Number: CDO4-2-2015	<ul style="list-style-type: none"> Program/Special Projects Development/Formulation Research Standards Formulation Planning and Organization Monitoring and Evaluation 	Monthly Salary: P42,652.00 Salary Grade: 22	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	CIVIL DEFENSE OFFICER III Item Numbers: CDO3-5-2015 CDO3-6-2015	<ul style="list-style-type: none"> Program/Special Projects Development/Formulation Research Standards Formulation Planning and Organization Monitoring and Evaluation 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	CIVIL DEFENSE OFFICER II Item Numbers: CDO2-6-2015 CDO2-7-2015	<ul style="list-style-type: none"> Program/Special Projects Development/Formulation Research Standards Formulation Planning and Organization Monitoring and Evaluation 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	STATISTICIAN II Item Number: STAT2-6-2015	<ul style="list-style-type: none"> Planning and Organization Monitoring and Evaluating 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree	1 year experience relevant to the job	4 hours training relevant to the job	Civil Service (Professional) Second Level Eligibility

	CIVIL DEFENSE OFFICER I Item Number: CDO1-7-2015	<ul style="list-style-type: none"> • Program/Special Projects Development/Formulation • Research • Standards Formulation • Planning and Organization • Monitoring and Evaluation 	Monthly Salary: P18,549.00 Salary Grade: 11	Bachelor's Degree	None required	None required	Civil Service (Professional) Second Level Eligibility
DISASTER RISK GOVERNANCE DIVISION	CIVIL DEFENSE OFFICER V Item Number: CDO5-2-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster and Risk Communication • Risk Assessment • Stakeholders Focus • Monitoring and Evaluating • Stakeholders Focus 	Monthly Salary: P49,750.00 Salary Grade: 24	Master's Degree	4 years in positions involving management and supervision	24 hours of training in management and supervision	Civil Service (Professional) Second Level Eligibility
	CIVIL DEFENSE OFFICER IV Item Number: CDO4-1-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster and Risk Communication • Risk Assessment • Stakeholders Focus • Monitoring and Evaluating • Stakeholders Focus 	Monthly Salary: P42,652.00 Salary Grade: 22	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	CIVIL DEFENSE OFFICER III Item Numbers: CDO3-3-2015 CDO3-4-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster and Risk Communication • Risk Assessment • Stakeholders Focus • Monitoring and Evaluating • Stakeholders Focus 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	CIVIL DEFENSE OFFICER II Item Numbers: CDO2-4-2015 CDO2-5-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster and Risk Communication • Risk Assessment • Stakeholders Focus • Monitoring and Evaluating • Stakeholders Focus 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	CIVIL DEFENSE OFFICER I Item Number: CDO1-5-2015 CDO1-6-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster and Risk Communication • Risk Assessment • Stakeholders Focus • Monitoring and Evaluating • Stakeholders Focus 	Monthly Salary: P18,549.00 Salary Grade: 11	Bachelor's Degree	None required	None required	Civil Service (Professional) Second Level Eligibility

INFORMATION, TRAINING AND ADVOCACY DIVISION	TRAINING SPECIALIST V Item Number: TRNSP5-12-2015	<ul style="list-style-type: none"> • Knowledge and Information Management • Effective Communication • Training Assessment and Evaluation • Training Design • Training Implementation • Training Needs Assessment (Learning Diagnosis) 	Monthly Salary: P49,750.00 Salary Grade: 24	Master's Degree	4 years in positions involving management and supervision	24 hours of training in management and supervision	Civil Service (Professional) Second Level Eligibility
	TRAINING SPECIALIST IV Item Number: TRNSP4-10-2015	<ul style="list-style-type: none"> • Knowledge and Information Management • Effective Communication • Training Assessment and Evaluation • Training Design • Training Implementation • Training Needs Assessment (Learning Diagnosis) 	Monthly Salary: P42,652.00 Salary Grade: 22	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	TRAINING SPECIALIST III Item Number: TRNSP3-11-2015	<ul style="list-style-type: none"> • Knowledge and Information Management • Effective Communication • Training Assessment and Evaluation • Training Design • Training Implementation • Training Needs Assessment (Learning Diagnosis) 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
NATIONAL CAPITAL REGION (NCR)	ADMINISTRATIVE OFFICER V Item Number: ADOF5-41-2015	<ul style="list-style-type: none"> • Financial Administration and Management • Resource Mobilization 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	CIVIL DEFENSE OFFICER III Item Numbers: CDO3-40-2015 CDO3-50-2015 CDO3-52-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster and Risk Communication • Report Development • Risk Assessment • Stakeholders Focus • Monitoring and Evaluating • Stakeholders Focus 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	COMPUTER PROGRAMMER II Item Number: COMPRO2-25-2015	<ul style="list-style-type: none"> • Application Development • Database Design 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
CORDILLERA ADMINISTRATIVE REGION (CAR)	ADMINISTRATIVE OFFICER V Item Number: ADOF5-36-2015	<ul style="list-style-type: none"> • Financial Administration and Management • Resource Mobilization 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility

	CIVIL DEFENSE OFFICER III Item Numbers: CDO3-16-2015 CDO3-36-2015 CDO3-51-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster and Risk Communication • Report Development • Risk Assessment • Stakeholders Focus • Monitoring and Evaluating • Stakeholders Focus 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	COMPUTER PROGRAMMER II Item Number: COMPRO2-27-2015	<ul style="list-style-type: none"> • Application Development • Database Design 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
REGION 1 (San Fernando, La Union)	ADMINISTRATIVE OFFICER V Item Number: ADOF5-37-2015	<ul style="list-style-type: none"> • Financial Administration and Management • Resource Mobilization 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	CIVIL DEFENSE OFFICER III Item Numbers: CDO3-44-2015 CDO3-49-2015 CDO3-53-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster and Risk Communication • Risk Assessment • Stakeholders Focus • Monitoring and Evaluating • Stakeholders Focus 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	COMPUTER PROGRAMMER II Item Number: COMPRO2-19-2015	<ul style="list-style-type: none"> • Application Development • Database Design 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
REGION 2 (Tuguegarao, Cagayan)	ADMINISTRATIVE OFFICER V Item Number: ADOF5-38-2015	<ul style="list-style-type: none"> • Financial Administration and Management • Resource Mobilization 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	CIVIL DEFENSE OFFICER III Item Numbers: CDO3-24-2015 CDO3-45-2015 CDO3-54-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster and Risk Communication • Risk Assessment • Stakeholders Focus • Monitoring and Evaluating • Stakeholders Focus 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	COMPUTER PROGRAMMER II Item Number: COMPRO2-11-2015	<ul style="list-style-type: none"> • Application Development • Database Design 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
REGION 3 (San Fernando, Pampanga)	ADMINISTRATIVE OFFICER V Item Number: ADOF5-42-2015	<ul style="list-style-type: none"> • Financial Administration and Management • Resource Mobilization 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility

	CIVIL DEFENSE OFFICER III Item Numbers: CDO3-41-2015 CDO3-42-2015 CDO3-43-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster and Risk Communication • Risk Assessment • Stakeholders Focus • Monitoring and Evaluating • Stakeholders Focus 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	COMPUTER PROGRAMMER II Item Number: COMPRO2-14-2015	<ul style="list-style-type: none"> • Application Development • Database Design 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
REGION 4A (CALABARZON)	ADMINISTRATIVE OFFICER V Item Number: ADOF5-35-2015	<ul style="list-style-type: none"> • Financial Administration and Management • Resource Mobilization 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	CIVIL DEFENSE OFFICER III Item Numbers: CDO3-15-2015 CDO3-38-2015 CDO3-39-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster and Risk Communication • Risk Assessment • Stakeholders Focus • Monitoring and Evaluating • Stakeholders Focus 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	COMPUTER PROGRAMMER II Item Number: COMPRO2-17-2015	<ul style="list-style-type: none"> • Application Development • Database Design 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
REGION 4B (MIMAROPA)	ADMINISTRATIVE OFFICER V Item Number: ADOF5-40-2015	<ul style="list-style-type: none"> • Financial Administration and Management • Resource Mobilization 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	CIVIL DEFENSE OFFICER III Item Numbers: CDO3-37-2015 CDO3-46-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster and Risk Communication • Risk Assessment • Stakeholders Focus • Monitoring and Evaluating • Stakeholders Focus 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	COMPUTER PROGRAMMER II Item Number: COMPRO2-26-2015	<ul style="list-style-type: none"> • Application Development • Database Design 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
REGION 5 (Legaspi City)	ADMINISTRATIVE OFFICER V Item Number: ADOF5-33-2015	<ul style="list-style-type: none"> • Financial Administration and Management • Resource Mobilization 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility

	CIVIL DEFENSE OFFICER III Item Numbers: CDO3-33-2015 CDO3-34-2015 CDO3-35-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster and Risk Communication • Risk Assessment • Stakeholders Focus • Monitoring and Evaluating • Stakeholders Focus 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	COMPUTER PROGRAMMER II Item Number: COMPRO2-18-2015	<ul style="list-style-type: none"> • Application Development • Database Design 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
REGION 6 (Iloilo City)	CIVIL DEFENSE OFFICER IV Item Number: CDO4-6-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster and Risk Communication • Risk Assessment • Stakeholders Focus • Monitoring and Evaluating • Stakeholders Focus 	Monthly Salary: P42,652.00 Salary Grade: 22	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	ADMINISTRATIVE OFFICER V Item Number: ADOF5-34-2015	<ul style="list-style-type: none"> • Financial Administration and Management • Resource Mobilization 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	CIVIL DEFENSE OFFICER III Item Numbers: CDO3-29-2015 CDO3-55-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster and Risk Communication • Risk Assessment • Stakeholders Focus • Monitoring and Evaluating • Stakeholders Focus 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	COMPUTER PROGRAMMER II Item Number: COMPRO2-24-2015	<ul style="list-style-type: none"> • Application Development • Database Design 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
REGION 7 (Cebu City)	ADMINISTRATIVE OFFICER V Item Number: ADOF5-29-2015	<ul style="list-style-type: none"> • Financial Administration and Management • Resource Mobilization 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	CIVIL DEFENSE OFFICER III Item Numbers: CDO3-28-2015 CDO3-30-2015 CDO3-47-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster and Risk Communication • Risk Assessment • Stakeholders Focus • Monitoring and Evaluating 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility

		<ul style="list-style-type: none"> • Stakeholders Focus 					
	COMPUTER PROGRAMMER II Item Number: COMPRO2-12-2015	<ul style="list-style-type: none"> • Application Development • Database Design 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
REGION 8 (Tacloban City)	ADMINISTRATIVE OFFICER V Item Number: ADO5-32-2015	<ul style="list-style-type: none"> • Financial Administration and Management • Resource Mobilization 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	CIVIL DEFENSE OFFICER III Item Numbers: CDO3-25-2015 CDO3-26-2015 CDO3-27-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster and Risk Communication • Risk Assessment • Stakeholders Focus • Monitoring and Evaluating • Stakeholders Focus 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	COMPUTER PROGRAMMER II Item Number: COMPRO2-21-2015	<ul style="list-style-type: none"> • Application Development • Database Design 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
REGION 9 (Zamboanga City)	ADMINISTRATIVE OFFICER V Item Number: ADO5-28-2015	<ul style="list-style-type: none"> • Financial Administration and Management • Resource Mobilization 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	CIVIL DEFENSE OFFICER III Item Numbers: CDO3-22-2015 CDO3-23-2015 CDO3-24-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster and Risk Communication • Risk Assessment • Stakeholders Focus • Monitoring and Evaluating • Stakeholders Focus 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	COMPUTER PROGRAMMER II Item Number: COMPRO2-21-2015	<ul style="list-style-type: none"> • Application Development • Database Design 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
REGION 10 (Cagayan De Oro City)	ADMINISTRATIVE OFFICER V Item Number: ADO5-43-2015	<ul style="list-style-type: none"> • Financial Administration and Management • Resource Mobilization 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	CIVIL DEFENSE OFFICER III Item Numbers: CDO3-19-2015 CDO3-20-2015 CDO3-21-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster and Risk Communication • Risk Assessment • Stakeholders Focus • Monitoring and Evaluating • Stakeholders Focus 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility

	COMPUTER PROGRAMMER II Item Number: COMPRO2-16-2015	<ul style="list-style-type: none"> • Application Development • Database Design 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
REGION 11 (Davao City)	CIVIL DEFENSE OFFICER V Item Number: CDO5-6-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster and Risk Communication • Report Development • Risk Assessment • Stakeholders Focus • Monitoring and Evaluating • Stakeholders Focus 	Monthly Salary: P49,750.00 Salary Grade: 24	Master's Degree	4 years in positions involving management and supervision	24 hours of training in management and supervision	Civil Service (Professional) Second Level Eligibility
	ADMINISTRATIVE OFFICER V Item Number: ADOF5-39-2015	<ul style="list-style-type: none"> • Financial Administration and Management • Resource Mobilization 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	CIVIL DEFENSE OFFICER III Item Numbers: CDO3-17-2015 CDO3-18-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster and Risk Communication • Risk Assessment • Stakeholders Focus • Monitoring and Evaluating • Stakeholders Focus 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	COMPUTER PROGRAMMER II Item Number: COMPRO2-15-2015	<ul style="list-style-type: none"> • Application Development • Database Design 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
REGION 12 (General Santos City)	CIVIL DEFENSE OFFICER IV Item Number: CDO4-5-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster (Crisis or Emergency) and Risk Communication • Coordination, Partnering and Networking • Stakeholders Focus • Problem Solving and Decision Making 	Monthly Salary: P42,652.00 Salary Grade: 22	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	ADMINISTRATIVE OFFICER V Item Number: ADOF5-30-2015	<ul style="list-style-type: none"> • Financial Administration and Management • Resource Mobilization 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	CIVIL DEFENSE OFFICER III Item Numbers: CDO3-32-2015 CDO3-48-2015 CDO3-56-2015	<ul style="list-style-type: none"> • Damage and Needs Assessment/Damage and Needs Analysis • Disaster and Risk Communication • Risk Assessment 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility

		<ul style="list-style-type: none"> Stakeholders Focus Monitoring and Evaluating Stakeholders Focus 					
	COMPUTER PROGRAMMER II Item Number: COMPRO2-22-2015	<ul style="list-style-type: none"> Application Development Database Design 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
CARAGA	ADMINISTRATIVE OFFICER V Item Number: ADOF5-31-2015	<ul style="list-style-type: none"> Financial Administration and Management Resource Mobilization 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	CIVIL DEFENSE OFFICER III Item Numbers: CDO3-13-2015 CDO3-14-2015	<ul style="list-style-type: none"> Damage and Needs Assessment/Damage and Needs Analysis Disaster and Risk Communication Risk Assessment Stakeholders Focus Monitoring and Evaluating Stakeholders Focus 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	COMPUTER PROGRAMMER II Item Number: COMPRO2-20-2015	<ul style="list-style-type: none"> Application Development Database Design 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
AUTONOMOUS REGION OF MUSLIM MINDANAO (ARMM)	ADMINISTRATIVE OFFICER V Item Number: ADOF5-44-2015	<ul style="list-style-type: none"> Financial Administration and Management Resource Mobilization 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	CIVIL DEFENSE OFFICER III Item Numbers: CDO3-10-2015 CDO3-11-2015 CDO3-12-2015	<ul style="list-style-type: none"> Damage and Needs Assessment/Damage and Needs Analysis Disaster and Risk Communication Risk Assessment Stakeholders Focus Monitoring and Evaluating Stakeholders Focus 	Monthly Salary: P31,351.00 Salary Grade: 18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
	COMPUTER PROGRAMMER II Item Number: COMPRO2-23-2015	<ul style="list-style-type: none"> Application Development Database Design 	Monthly Salary: P24,887.00 Salary Grade: 15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility

Interested applicants need to accomplish and submit the following documents:

1) Letter of Intent indicating the position being applied for should be addressed to:

USEC ALEXANDER P. PAMA
OCD Administrator

Thru: THE CHIEF, HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT DIVISION

Office of Civil Defense
Camp General Emilio Aguinaldo
Quezon City, 1110

- 2) Updated comprehensive curriculum vitae or Personal Data Sheet (CSC Form 212)
- 3) Copy of Transcript of Records
- 4) Copy of Civil Service Eligibility/Board Rating/BAR
- 5) Performance Rating for the last two (2) rating period (for government personnel)
- 6) Certificate of Good Moral Character
- 7) NBI Clearance

Deadline of submission of application: November 4, 2015

Applicants may apply for a maximum of three (3) positions in order of priority as long as it is indicated in their letter of intent. Online applications may also be accepted through e-mail address: ocd.personnel@gmail.com. **Applications with incomplete requirements or received after the set deadline will no longer be processed.**