# OFFICE OF CIVIL DEFENSE

## LIST OF VACANCIES

(as of November 2014)

| ITEM | POSITION | | | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY |
|---|---|---|---|---|---|---|---|
| OCDB-DIR2-1-1998 | DIRECTOR II | 26 | 1 | Bachelor's Degree | 3 years of supervisory experience | None required | Career Service Executive Eligibility (CSEE)/Career Executive Service (CES) |
| OCDB-DIR1-1-1998 | DIRECTOR I | 25 | 1 | Bachelor's Degree | 3 years of supervisory experience | None required | Career Service Executive Eligibility (CSEE)/Career Executive Service (CES) |
| OCDB-CDO5-11-1998 | CIVIL DEFENSE OFFICER V | 24 | 1 | Masteral Degree | 4 years in position/s involving management and supervision | 24 hours training in management and supervision | Civil Service Professional eligibility |
| OCDB-CDO5-14-1998 | CIVIL DEFENSE OFFICER V | 24 | 1 | Masteral Degree | 4 years in position/s involving management and supervision | 24 hours training in management and supervision | Civil Service Professional eligibility |
| CADOF-22-2005 | CHIEF ADMINISTRATIVE OFFICER | 24 | 1 | Masteral Degree | 4 years in position/s involving management and supervision | 24 hours training in management and supervision | Civil Service Professional eligibility |
| OCDB-PLO5-1-1998 | PLANNING OFFICER V | 24 | 1 | Masteral Degree | 4 years in position/s involving management and supervision | 24 hours training in management and supervision | Civil Service Professional eligibility |
| OCDB-CDO4-10-1998 | CIVIL DEFENSE OFFICER IV | 22 | 1 | Bachelor's Degree | 3 years relevant experience | 16 hours relevant training | Civil Service Professional eligibility |
| OCDB-CDO4-11-1998 | CIVIL DEFENSE OFFICER IV | 22 | 1 | Bachelor's Degree | 3 years relevant experience | 16 hours relevant training | Civil Service Professional eligibility |
| OCDB-CDO4-12-1998 | CIVIL DEFENSE OFFICER IV | 22 | 1 | Bachelor's Degree | 3 years relevant experience | 16 hours relevant training | Civil Service Professional eligibility |
| OCDB-CDO4-14-1998 | CIVIL DEFENSE OFFICER IV | 22 | 1 | Bachelor's Degree | 3 years relevant experience | 16 hours relevant training | Civil Service Professional eligibility |
| OCDB-CDO4-8-1998 | CIVIL DEFENSE OFFICER IV | 22 | 1 | Bachelor's Degree | 3 years relevant experience | 16 hours relevant training | Civil Service Professional |

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|---|---|---|---|---|---|---|---|
| | | | | | | | eligibility |
| OCDB-CDO3-1-1998 | CIVIL DEFENSE OFFICER III | 18 | 1 | Bachelor's Degree | 2 years relevant experience | 8 hours relevant training | Civil Service Professional eligibility |
| OCDB-CDO3-3-1998 | CIVIL DEFENSE OFFICER III | 18 | 1 | Bachelor's Degree | 2 years relevant experience | 8 hours relevant training | Civil Service Professional eligibility |
| OCDB-CDO3-12-1998 | CIVIL DEFENSE OFFICER III | 18 | 1 | Bachelor's Degree | 2 years relevant experience | 8 hours relevant training | Civil Service Professional eligibility |
| OCDB-CDO3-15-1998 | CIVIL DEFENSE OFFICER III | 18 | 1 | Bachelor's Degree | 2 years relevant experience | 8 hours relevant training | Civil Service Professional eligibility |
| OCDB-CDO3-8-1998 | CIVIL DEFENSE OFFICER III | 18 | 1 | Bachelor's Degree | 2 years relevant experience | 8 hours relevant training | Civil Service Professional eligibility |
| OCDB-CDO3-9-1998 | CIVIL DEFENSE OFFICER III | 18 | 1 | Bachelor's Degree | 2 years relevant experience | 8 hours relevant training | Civil Service Professional eligibility |
| ADOF-5-23-2005 | ADMINISTRATIVE OFFICER V (BUDGET OFFICER III) | 18 | 1 | Bachelor's Degree | 2 years relevant experience | 8 hours relevant training | Civil Service Professional eligibility |
| ADOF-5-24-2005 | ADMINISTRATIVE OFFICER V (CASHIER III) | 18 | 1 | Bachelor's Degree | 2 years relevant experience | 8 hours relevant training | Civil Service Professional eligibility |
| ADOF-5-27-2005 | ADMINISTRATIVE OFFICER V (SUPPLY OFFICER III) | 18 | 1 | Bachelor's Degree | 2 years relevant experience | 8 hours relevant training | Civil Service Professional eligibility |
| OCDB-CDO2-10-1998 | CIVIL DEFENSE OFFICER II | 15 | 1 | Bachelor's Degree | 1 year relevant experience | 4 hours relevant training | Civil Service Professional eligibility |
| OCDB-CDO2-12-1998 | CIVIL DEFENSE OFFICER II | 15 | 1 | | | | |
| OCDB-CDO2-26-1998 | CIVIL DEFENSE OFFICER II | 15 | 1 | Bachelor's Degree | 1 year relevant experience | 4 hours relevant training | Civil Service Professional eligibility |
| OCDB-CDO2-28-1998 | CIVIL DEFENSE OFFICER II | 15 | 1 | Bachelor's Degree | 1 year relevant experience | 4 hours relevant training | Civil Service |

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|---|---|---|---|---|---|---|---|
| | | | | | | | Professional eligibility |
| OCDB-CDO2-4-1999 | CIVIL DEFENSE OFFICER II | 15 | 1 | Bachelor's Degree | 1 year relevant experience | 4 hours relevant training | Civil Service Professional eligibility |
| OCDB-CDO1-10-1998 | CIVIL DEFENSE OFFICER I | 11 | 1 | Bachelor's Degree | None required | None required | Civil Service Professional eligibility |
| OCDB-CDO1-11-2003 | CIVIL DEFENSE OFFICER I | 11 | 1 | Bachelor's Degree | None required | None required | Civil Service Professional eligibility |
| OCDB-CDO1-12-1999 | CIVIL DEFENSE OFFICER I | 11 | 1 | Bachelor's Degree | None required | None required | Civil Service Professional eligibility |
| OCDB-CDO1-5-1998 | CIVIL DEFENSE OFFICER I | 11 | 1 | Bachelor's Degree | None required | None required | Civil Service Professional eligibility |
| OCDB-CDO1-19-1998 | CIVIL DEFENSE OFFICER I | 11 | 1 | Bachelor's Degree | None required | None required | Civil Service Professional eligibility |
| OCDB-A1-1-1998 | ACCOUNTANT I | 11 | 1 | Bachelor's Degree | None required | None required | RA 1080 |
| ADAS3-2-2005 | ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II) | 09 | 1 | Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course | 1 year relevant experience | 4 hours relevant training | Civil Service Sub-Professional eligibility/Data Encoder (MC11, s. 1996 - Cat. I) |
| OCDB-CDA-4-1998 | CIVIL DEFENSE ASSISTANT | 08 | 1 | Completion of 2 years studies in College | 1 year relevant experience | 4 hours relevant training | Civil Service Sub-Professional eligibility |
| OCDB-PLA-1-1998 | PLANNING ASSISTANT | 08 | 1 | Completion of 2 years studies in College | 1 year relevant experience | 4 hours relevant training | Civil Service Sub-Professional eligibility |
| OCDB-PLA-2-1998 | PLANNING ASSISTANT | 08 | 1 | | | | |
| ADAS2-7-2005 | ADMINISTRATIVE ASSISTANT II (BUDGETING ASSISTANT) | 08 | 1 | Completion of 2 years studies in College | 1 year relevant experience | 4 hours relevant training | Civil Service Sub-Professional eligibility |

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| ADAS2-10-2005 | ADMINISTRATIVE ASSISTANT II (DATA ENTRY MACHINE OPERATOR II) | 08 | 1 | Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course | 1 year relevant experience | 4 hours relevant training | Civil Service Sub-Professional eligibility/Data Encoder (MC 11, s. 1996 - Cat. I) |
| ADAS2-9-2005 | ADMINISTRATIVE ASSISTANT II (BOOKKEEPER I) | 08 | 1 | Completion of 2 years studies in College | 1 year relevant experience | 4 hours relevant training | Civil Service Sub-Professional eligibility |
| OCDB-CEO2-4-1998 | COMMUNICATIONS EQUIPMENT OPERATOR II | 06 | 1 | Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course | None required | None required | MC 11, s. 1996 - Cat.II |
| OCDB-CEO2-5-1998 | COMMUNICATIONS EQUIPMENT OPERATOR II | 06 | 1 | Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course | None required | None required | MC 11, s. 1996 - Cat.II |
| OCDB-CEO2-13-1998 | COMMUNICATIONS EQUIPMENT OPERATOR II | 06 | 1 | Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course | None required | None required | MC 11, s. 1996 - Cat.II |
| OCDB-CEO2-14-1998 | COMMUNICATIONS EQUIPMENT OPERATOR II | 06 | 1 | Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course | None required | None required | MC 11, s. 1996 - Cat.II |
| OCDB-CEO2-16-1998 | COMMUNICATIONS EQUIPMENT OPERATOR II | 06 | 1 | Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course | None required | None required | MC 11, s. 1996 - Cat.II |
| ADA6-7-2005 | ADMINISTRATIVE AIDE VI (CLERK III) | 06 | 1 | Completion of 2 years studies in College | None required | None required | Civil Service Sub-Professional eligibility |

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|---|---|---|---|---|---|---|---|
| ADA6-13-2005 | ADMINISTRATIVE AIDE VI (CLERK III) | 06 | 1 | Completion of 2 years studies in College | None required | None required | Civil Service Sub-Professional eligibility |
| ADA6-8-2005 | ADMINISTRATIVE AIDE VI (ACCOUNTING CLERK II) | 06 | 1 | Completion of 2 years studies in College | None required | None required | Civil Service Sub-Professional eligibility |
| OCDB-CEO1-1-1998 | COMMUNICATIONS EQUIPMENT OPERATOR I | 04 | 1 | Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course | None required | None required | MC 11, s. 1996 - Cat.II |
| OCDB-CEO1-3-1998 | COMMUNICATIONS EQUIPMENT OPERATOR I | 04 | 1 | Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course | None required | None required | MC 11, s. 1996 - Cat.II |
| OCDB-CEO1-4-1998 | COMMUNICATIONS EQUIPMENT OPERATOR I | 04 | 1 | Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course | None required | None required | MC 11, s. 1996 - Cat.II |
| ADA4-16-2005 | ADMINISTRATIVE AIDE IV (MECHANIC I) | 04 | 1 | High School Graduate or Completion of relevant vocational/trade course | None required | None required | Mechanic (MC 11, s. 1996 - Cat. I) |
| ADA3-11-2005 | ADMINISTRATIVE AIDE III (CLERK I) | 03 | 1 | Completion of 2 years studies in College | None required | None required | Civil Service Sub-Professional eligibility |
| ADA3-13-2005 | ADMINISTRATIVE AIDE III (CLERK I) | 03 | 1 | Completion of 2 years studies in College | None required | None required | Civil Service Sub-Professional eligibility |
| ADA3-33-2005 | ADMINISTRATIVE AIDE III (CLERK I) | 03 | 1 | Completion of 2 years studies in College | None required | None required | Civil Service Sub-Professional eligibility |
| ADA3-15-2005 | ADMINISTRATIVE AIDE III (DRIVER I) | 03 | 1 | Elementary School Graduate | None required | None required | Driver License (MC 11, s. 1996 - Cat. II) |
| ADA3-17-2005 | ADMINISTRATIVE AIDE III | 03 | 1 | Elementary School | None required | None required | Driver License (MC |

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|---|---|---|---|---|---|---|---|
| | (DRIVER I) | | | Graduate | | | 11, s. 1996 - Cat. II) |
| ADA3-29-2005 | ADMINISTRATIVE AIDE III (DRIVER I) | 03 | 1 | Elementary School Graduate | None required | None required | Driver License (MC 11, s. 1996 - Cat. II) |
| **TOTAL** | | | **56** | | | | |

We are inviting interested personnel to join the 2014 DND-Wide Job Fair Activity to be held on 16 November 2014, Sunday, from 8:00 AM to 5:00 PM at the GHQ Canopy, Armed Forces of the Philippines (AFP), Camp General Emilio Aguinaldo, Quezon City. All applicants must bring the following:

1. Updated Personal Data Sheet (PDS) or Resumé
2. Authenticated Transcript of Records from the School Registrar / Diploma
3. Certificate of Eligibility (photocopy)
4. Certificate of Trainings/Seminars attended (photocopy)
5. Awards/Letter of Commendations received (photocopy)
6. Two (2) 2x2 ID pictures
7. Two (2) valid IDs

To facilitate ease of entry during the fair, all applicants are requested to enter the camp through Gate 1 (Pedestrian Gate). Applicants are also expected to dress professionally (no wearing of slippers, short pants, skirts, sleeveless/sando) and to display proper decorum while inside the camp premises. Please refrain from bringing any sharp, pointed and bladed objects, compressed gasses (butane, aerosols, spray paints and lighters), flammable liquids (toiletries such as alcohol and perfume are limited to 50 ml only) and flammable solids (matches and coal). Possession of fire arms, ammunition, explosives and fireworks are strictly prohibited.

For further inquiries, you may contact Mr. Dick P. Diolola or Ms. Leah S. Foncardas from the Office of the Assistant Secretary for Human Resource via telephone numbers 911-6546/911-6001 local 8341 or electronic mail at dndjobvacancies@gmail.com.