

[NOV-022221-11](#)

John Hay Management Corporation (JHMC), a subsidiary of the Bases Conversion and Development Authority (BCDA) is the estate manager of the Camp John Hay Reservation containing an area of 625 hectares more or less.

Our company is in need of a **FORESTER, JL 9 (PhP 833.04/day)**
Status: Project-Based Employee

DUTIES AND RESPONSIBILITIES

1. Assists in the preparation and/or implementation of Environment Management Division (EMD) Plans, Activities and Projects (PAPs) such as, but not limited to, the following:
 - a) Assists in the conduct of health assessment activities of Benguet Pine trees within the JHSEZ/JHRA;
 - b) Conducts tree inventory involving dead and/or pest-infested trees within JHSEZ/JHRA for tree cutting/pruning permit application with the DENR-CAR and/or Office of the City Mayor;
 - c) Assists in the quarterly monitoring of the health and physical status of trees within the JHSEZ/JHRA with the end in view of updating baseline Tree Inventory Reports;
 - d) Assists the Inspectorate Team in monitoring the implementation of issued Tree Cutting/Pruning/Earthbliling Permit;
 - e) Assists DENR personnel in monitoring replacement planting activities and accomplishments and other forest plantation surveys;
 - f) Monitors retrieval cutting operations within the JHSEZ/JHRA;
 - g) Monitors nursery and ground maintenance activities, and recommends certain interventions for improvement, if any;
 - h) Assists in the preparation and implementation of enrichment planting activities including follow up operations as necessary;
 - i) Monitors the quarterly performance of Gardening and General Forest Care Service contracted personnel, and submits quarterly evaluation report;
 - j) Conducts site validation of violations against PD 705 as reported by SSD and submits reports to EMD for appropriate action;
 - k) Conduct analysis of monthly DENRO reports and submits recommendations to address issues and concerns, if any;
 - l) Monitors the activities of students and other researchers within the JHSEZ/JHRA duly approved by the PCEO;
 - m) Assists in the identification of quality Pine trees for adoption under the Adopt-a-Tree-Project spearheaded by BDD;
 - n) Assists the EMD Manager, whenever necessary, in coordinating DENR, CEPMO and other government agencies in following up the status of EMD requests and other concerns with the said agencies with the end view of fast-tracking and eliciting positive actions on those requests and concerns.
2. Assists in the preparation and submission of required reportorial documents of EMD; and
3. Performs other activities as may be instructed by EMD from time to time as urgency demands.

QUALIFICATION STANDARDS

Education	Any Bachelor's Degree relevant to the job
Skills	Knowledgeable in putting out computer-generated base maps related to the duties and functions is an added advantage. Proficient in computer operations as are Word, Excel, Power Point, etc.

All interested applicants are requested to submit their **Application Letter and Comprehensive Resume with Photo (do not submit other documents not being requested)** indicating the position/s you are applying for on or before **01 MARCH 2021** to:

THE SELECTION COMMITTEE
Attention: **Mr. Danny B. Latawan**, HR Manager
John Hay Management Corporation
Cottage 624, John Hay Special Economic Zone
Camp John Hay, Baguio City
Telephone No. (074) 444-5823

Or email us at: mgmt@jhmc.com.ph Visit our website at: www.jhmc.com.ph

EXTERNAL POSTING:

Approved by:



ALLAN RAZON GARCIA
President and CEO

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