

[NOV-060821-19](#)

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 **CAD SPECIALIST, JL 8 PhP 678.20**  
Status: **Fixed-Term**

**DUTIES AND RESPONSIBILITIES**

1. *Assists in the development, maintenance, and regular updating of the geodatabase of all land holdings of the BCDA,*
2. *Processes and evaluates survey plans submitted by locators and clients within the JHSEZ and JHRA respectively;*
3. *Responsible in the preparation of the whole map of Camp Joh Hay for the Land Audit and inventory of all structures within the JHSEZ and JHRA as per output from the LiDAR survey project.*
4. *Verification of all data generated by the LiDAR survey for the incorporation in the LAMIS.*
5. *Prepares/generates maps as requested by other divisions/departments of JHMC, government agencies and JHRA residents.*
6. *Conducts on-ground validation through household profiling and census tagging from the identified structure owners.*
7. *Performs other functions that may be assigned from time to time.*

**QUALIFICATION STANDARDS**

<b>Education</b>	Civil or Geodetic Engineer
<b>Experience</b>	Relevant experience in CAD drafting
<b>Training</b>	CAD Software

All interested applicants are requested to submit their **Application Letter and Comprehensive Resume with Photo in PDF File (do not submit other documents not being requested) through our official email address** indicating the position/s you are applying for on or before **15 JUNE 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

Email us at: [mgmt@jhmc.com.ph](mailto:mgmt@jhmc.com.ph) or Visit our website at: [www.jhmc.com.ph](http://www.jhmc.com.ph)

**EXTERNAL POSTING:**

Approved by:



**ALLAN RAZON GARCIA** 08-JUN-2021  
OPCEO-1030  
President and CEO