

[NOV-060121-18](#)

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 **SENIOR QUANTITY SURVEYOR, SG 21- 1 (Php 57,805.00/month)**  
**Status: PLANTILLA**

**DUTIES AND RESPONSIBILITIES**

*Accountable for the timely and accurate preparation of tender and contract documents, including but not limited to, Plans, Specification, Detailed Unit Price Analysis and Approved Budget for the Contract (ABC) of JHMC infrastructure projects;*

- 1. Undertakes Estimates, Quantity Take-off, Cost Engineering, Cost Analysis, Risk Assessment, Financial Analysis and Projections, Project Planning and Scheduling, Contract Documentation and Monitoring for the infrastructure projects of JHMC;*
- 2. Ensure that all construction materials to be used for all infrastructure projects are of acceptable quality and standards based on the approved project specifications;*
- 3. Maintain standards of safety and compliance with the Construction Safety and Health requirements;*
- 4. Responsible for the processing and evaluation of applications for permits and certificates filed with the Office of the Building Official;*
- 5. Review and Evaluate applications for house repairs by structure owners within the JHRA;*
- 6. Provides technical support to other departments/units/ committee in establishing the detailed engineering and design based on end-users' requirements;*
- 7. Performs other functions that may be assigned from time to time.*

**QUALIFICATION STANDARDS**

<b>Education</b>	Licensed Civil Engineer or Architect
<b>Experience</b>	Three (3) years' experience related to the position.
<b>Training</b>	Twenty-four (24) hours of relevant training.

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 **09 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** 01-JUNE-2021  
OPCEO-0978  
President and CEO