

[NOV-042522-34](#)

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 **ORGANIC SECURITY PERSONNEL (2), Job Level 8, PhP 678.20/day**  
Status: **Fixed-term Employee**

## DUTIES AND RESPONSIBILITIES

### **JOB SUMMARY**

Assist the Safety and Security Manager in the supervision of JHMC 24/7 security and safety operations. Assist the Safety and Security Department in the conduct of Investigation, Intelligence and Inter-agency coordination with other Security Military and PNP units as necessary.

### **GENERAL DUTIES AND RESPONSIBILITIES**

- 1. Assist the SSD in the implementation and monitoring of the general Safety and Security Programs and enforcement of applicable laws and/or policies within the John Hay Special Economic Zone (JHSEZ).*
- 2. Prepares and submits weekly monitoring reports or as deemed necessary with regard to the same.*
- 3. Liaises/coordinates with private and government agencies, locators, and JHMC's departments/divisions/units with regard to the same.*
- 4. Perform other related functions assigned from time to time.*

## QUALIFICATION STANDARDS

<b>Education</b>	Bachelor's Degree or at least 72 units in college in any related field of study/Personnel Honorably discharged from the Military or Police Service.
<b>Special Skills Required</b>	Investigation, Intelligence, OSH, Computer Literate
<b>Other Requirement</b>	With experience in the above-mentioned field of expertise. Licensed Security Officer.

All interested applicants are requested to submit their **Application Letter, Personal Data Sheet (CSC Downloadable form) with Photo and Transcript of Records in PDF File (do not submit other documents not being requested) through our official email address** indicating the position you are applying for as the subject on or before **30 April 2022** to:

### **THE SELECTION COMMITTEE**

Attention: **Mr. Danny B. Latawan**, HR Manager

John Hay Management Corporation, Special Economic Zone, Camp John Hay, Baguio City

Telephone No. (074) 444-5823 or email us at: [mgmt@jhmc.com.ph](mailto:mgmt@jhmc.com.ph)

Visit our website at: [www.jhmc.com.ph](http://www.jhmc.com.ph)

## EXTERNAL POSTING

Approved by:



**ALLAN RAZON GARCIA** 25-APR-2022  
President and CEO OPCEO-0856