

[NOV-120623-039](#)

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**

Salary: **PhP 833.04/day**

Status: **Fixed-term Employee (Contractual)**

DUTIES AND RESPONSIBILITIES

1. To assist in the monitoring of 24/7 daily security operations and compliance of the stipulations in the Security Services Contract by the contracted security Agency;
2. To 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).
3. To assist in the preparation and submission of weekly monitoring reports or as deemed necessary with regard to the same.
4. To assist in the coordination with private and government agencies, locators, and JHMC's departments/divisions/units with regard to the same.
5. Performs other related functions assigned from time to time.

QUALIFICATION STANDARDS

Education	College Graduate of any course or at least 72 units in college or Personnel Honorably discharged from the Military or Police Service
Other Qualifications	With experience in the above mentioned field of expertise. Licensed Security Officer
Special Skills Required	Investigation, Intelligence, OSH, Computer Literate

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 **11 DECEMBER 2023** 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

Visit our website at: www.jhmc.com.ph

Approved by:


OPCEO-2023-2412
ALLAN RAZON GARCIA

President and CEO