

[HRD-NOV-2024-008](#)

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 an **ORGANIC SECURITY PERSONNEL** (*with medical background*)  
Status: **Fixed-term Employee (Contractual)**  
Salary: **Job Level 9, 833.04/day**

## JOB SUMMARY

*Assist the Safety and Security Manager in the implementation and management of safety programs and to enforce SEZ and JHFR environmental, safety laws, rules and regulations.*

## GENERAL DUTIES AND RESPONSIBILITIES

1. Assist SSD in providing first aid and emergency medical care to employees who are injured or become ill at work. Maintaining employee health records and confidentiality in coordination with HRD;
2. Assist SSD in the coordination/Collaboration with other healthcare professionals and resources as needed;
3. Timely accomplishment and submission of reportorial compliance (e.g. IPCR, Monitoring Reports, and other reports as required.);
4. Perform related functions as necessary.

## QUALIFICATION STANDARDS

<b>Education</b>	Graduate of Bachelor of Science in Nursing and/or a Registered Nurse or Graduate of any related course
<b>Skills Required</b>	First aid, basic life support and operation of basic medical equipment
<b>Other Requirement</b>	With experience in the above-mentioned field of expertise and emergency response

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 **05 FEBRUARY 2024** 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)

Approved by:



**ALLAN RAZON GARCIA** 30-JAN-2024  
OPCEO-2024-0259  
President and CEO