

[HRD-NOV-2024-031 3rd Posting](#)

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**

Status: *Fixed-term Employee (Contractual)*

Salary: *Job Level 9, Php 833.04/day*

**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 in the implementation and monitoring of the general Safety and Security Programs and enforcement of applicable laws and/or policies within the John Hay Reservation Area (JHRA) and John Hay Special Economic Zone (JHSEZ).
3. To assist in the accomplishment reports and documentation of daily security activities, conduct investigation of unusual incidents and special operations as necessary.
4. Liaise/coordinate with Law enforcement unit, private and government agencies, locators and other JHMC Departments/Division on matters of Safety and Security.
5. Accomplish Individual Performance and Commitment Review (IPCR) and other required reports by the Safety and Security Manager and Safety and Security Officer.
6. Performs other related functions assigned from time to time.

**QUALIFICATION STANDARDS**

<b>Education</b>	College graduate of any course/Personnel Honorably discharged from the Military or Police Service
<b>Experience</b>	With experience in the above-mentioned field of expertise. Licensed Security Officer
<b>Training</b>	Security Officers' Training
<b>Other Requirement</b>	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 **12 MAY 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)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED**

Approved by:

OPCEO-2024-1112  
**ALLAN RAZON GARCIA**

President and CEO