

[HRD-NOV-2025-019](#)

04 March 2025

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 is in need of:

Position **ORGANIC SECURITY PERSONNEL**
Employment Status **Fixed – term Employment**
Salary **Job Level 9, Php 833.04**

QUALIFICATION STANDARDS

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|-------------------|--|
| Education | <i>Bachelor's Degree relevant to the job/Personnel Honorably dismissed from Military or Police Service</i> |
| Experience | <i>With experience in the above – mentioned field of expertise, preferably licensed Security Officer</i> |
| Other Requirement | <i>Computer literate; preferably with knowledge in investigation, intelligence, OSG; Driver's License is an advantage</i> |

GENERAL DUTIES AND RESPONSIBILITIES

- 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.*
- 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).*
- To assist in the accomplishment reports and documentation of daily security activities, conduct investigation of unusual incidents and special operations as necessary.*
- Liaise/coordinate with Law enforcement unit, private and government agencies, locators and other JHMC Departments/Division on matters of Safety and Security.*
- Accomplish Individual Performance and Commitment Review (IPCR) and other required reports by the Safety and Security Manager and Safety and Security Officer.*
- Performs other related functions assigned from time to time.*

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before 11 MARCH 2025:**

- Application letter
Addressed to the: President and CEO Atty. Marlo Ignacio V. Quadra
Attention: HR Officer, Avigale C. Villanueva
- Notarized** Personal Data Sheet (PDS) with at least three (3) character reference with **email addresses** and **contact numbers**
- Transcript of Records and Diploma
- Copies of Training Certificates (2024 – 2020)
- NBI Clearance
- Barangay Certification (Residency and complaints, its nature, and status, if any)

For inquiries, please email: **avigale.villanueva@jhmc.com.ph**

LATE AND INCOMPLETE APPLICATIONS SHALL NOT BE ENTERTAINED

The Equal Opportunity Principle is recognized by this office, and all qualified applicants will be given consideration for employment regardless of their preferred sex or gender, age, ethnicity, religious affiliation, civil status, national origin, disability status, or any other characteristics protected by law