

[HRD-NOV-2025-022](#)

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	TWO (2) ELECTRICIAN
Employment Status	Fixed – term Employment
Salary	Job Level 9, Php 833.04/day

QUALIFICATION STANDARDS

Education	<i>Must be a High School Graduate or possess an equivalent diploma</i>
Experience	<i>2 years work experience as electrician or in related field is an advantage but not required</i>
Training	<i>TESDA NC II or higher in Electrical Installation and Maintenance or a related field is an advantage, but not required</i>
Other Requirement	<i>Proficiency in using electrical tools, equipment, and materials. Strong communication and teamwork skills. Willingness to work in flexible hours, including weekends and holidays, if necessary. Possess knowledge of heating and air conditioning systems as well as proficiency with various testing equipment.</i>

GENERAL DUTIES AND RESPONSIBILITIES

1. *Install, maintain, and repair electrical control, wiring, and lighting systems.*
2. *Read technical diagrams and blueprints.*
3. *Perform general electrical maintenance.*
4. *Inspect transformers, circuit breakers, and other electrical components.*
5. *Troubleshoot electrical issues using appropriate testing devices.*
6. *Repair and replace equipment, electrical wiring, and fixtures.*
7. *Comply the National Electrical Code provisions and other building regulations, national or local during the performance of his/her function.*
8. *Perform circuit breaker corrective maintenance.*
9. *Submit electrical report of all repaired or maintained structures and facilities to the General Services Manager within three (3) days of completion.*
10. *Prepares and submits a monthly monitoring report.*
11. *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:**

1. Application letter
Addressed to the: President and CEO Atty. Marlo Ignacio V. Quadra
Attention: HR Officer Avigale C. Villanueva
2. **Notarized** Personal Data Sheet (PDS) with at least three (3) character reference with **email addresses** and **contact numbers**
3. Transcript of Records and Diploma
4. Copies of Training Certificates (2024 – 2020)
5. NBI Clearance
6. 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