

[HRD-NOV-2025-024](#)

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	<b>ARCHITECT 2</b>
Employment Status	<b>Fixed – term Employment</b>
Salary	<b>Job Level 11, Php 1,265.54/day</b>

### QUALIFICATION STANDARDS

Education	<b><i>Bachelor's Degree in Architecture</i></b>
Experience	<b><i>3 years of diversified experience in designing, drafting, 3D Modelling</i></b>
Training	<b><i>National Building Code requirements</i></b>
Other Requirement	<b><i>Licensed Architect, experience in AutoCAD applications, Revit and or equivalent</i></b>

### GENERAL DUTIES AND RESPONSIBILITIES

1. *Conduct site inspection, actual site analysis to determine existing utilities, trees, topography, and site conditions, and the like affecting the design for each proposed project;*
2. *Prepare a master plan and site development plans for each specific proposed project to align with the existing and proposed MDP of Camp John Hay, and in compliance with the approved budget;*
3. *Prepare individual conceptual design/s, massing of structures, site design analysis and orientation, circulation analysis, in consideration of built-up structures in Camp John Hay, and in accordance to the Division's proposed Work and Financial plan (WFP) and Project Procurement Management Plan (PPMP) for the approval of budget by BCDA;*
4. *Provides technical support/ assistance on projects to other departments/units/committee in establishing the detailed design based on end-user's requirements in the CSW.*
5. *Ensure that all concepts are harmonized with the overall concept of the camp and the MDP, and compliant to the National Building Code of the Philippines and other local and national laws, rules and regulations;*
6. *Upon approval of concepts and initial designs, to prepare final layout plans stemming from the approval (site development plan, floor plans, sections, elevations, ceiling plan, door and window schedule, spot sections, parking details, furniture layout, construction details);*
7. *Prepare electrical, plumbing/sanitary, mechanical layouts in collaboration with in house professionals;*
8. *Prepare architectural exterior and interior perspectives for presentation to Management Committee, and Board;*
9. *Prepare project implementation schedule in accordance to the approved WFP and PPMP;*
10. *Prepare 3d presentations, walk- through videos for visual presentation purposes to management and board;*
11. *Prepare revisions/modifications/alterations of plans according to the adjustments and approval of the design, and prepare the final approved design;*
12. *Coordinate signing and sealing of final plans by design professionals.*

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

*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*

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](mailto:avigale.villanueva@jhmc.com.ph)

**LATE AND INCOMPLETE APPLICATIONS SHALL NOT BE ENTERTAINED**