

[HRD-NOV-2025-025](#)

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	ELECTRICAL ENGINEER
Employment Status	Fixed – term Employment
Salary	Job Level 11, Php 1,265.54/day

QUALIFICATION STANDARDS

Education	<i>Bachelor's Degree in Electrical Engineering</i>
Experience	<i>3 years of diversified experience</i>
Training	<i>National Building Code requirements</i>
Other Requirement	<i>Preferably Professional Electrical Engineer, with actual experience in AutoCAD applications</i>

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. *Planning/Coordinating/ Identification/Assessment of the proposed/initial projects or programs for budgeting purposes and procurement. Preparation of initial POW/estimates for cost derivation;*
3. *Prepares timely and accurate Detailed Engineering and Designs (DAED) for Electrical components, which includes but not limited to the following: Site Survey/Investigation, Design Plans, Technical Specifications, Quantity and Cost Estimates, Approved Budget for the Contract, Program of Work, Value Engineering Studies;*
4. *Reviews/ reevaluates/ reprograms Detailed Engineering and Designs for Electrical design according to the approved COB;*
5. *Provides technical support/assistance on Electrical design/works to other departments/units/committee in establishing the detailed engineering and design based on end - users requirement.*
6. *Processing, evaluation and assessment of the application for Electrical works for Conditional Permits- in accordance with the revised Construction Policy and Guidelines within the JHRA. Conducts site inspection, prepares response letters, Inspection Report, Conditional Permit, Order of Payment, maintains logbook;*
7. *Processing, evaluation and assessment of the application for Electrical Works for Permit to Bring-In Materials for Government Infrastructure Projects in accordance with the revised Construction Policy and Guidelines within the JHRA;*
8. *Conducts site inspection, prepares response letters, Inspection Report, Conditional Permit, Order of Payment for Electrical Works;*
9. *Strict implementation of provisions of the NBC within the JHSEZ. Imposition of fees/ charges/penalties as may deemed necessary. Issuance of Notice of Violations (NOV) for non-compliance to NBC;*
10. *Submits accurate and comprehensive reports (inspection reports) on electrical components in a timely manner.*

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

LATE AND INCOMPLETE APPLICATIONS SHALL NOT BE ENTERTAINED