

[HRD-NOV-2025-029](#)

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>GEODETIC ENGINEER</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 Geodetic Engineering</i></b>
Experience	<b><i>At least 1 year of relevant experience</i></b>
Training	<b><i>24 hours of relevant training</i></b>
Other Requirement	<b><i>Eligibility – R.A. 1080 Knowledgeable in using the latest surveying equipment and tools such as GPS and Total Station. Ability in using land desktop systems and/or ArcGIS, AutoCAD and Civil 3D and other related softwares.</i></b>

#### GENERAL DUTIES AND RESPONSIBILITIES

1. *Leads the survey team during the subdivision and individual lot surveys for the Asset Disposition Program of the John Hay Special Economic Zone (JHSEZ) and John Hay Reservation Area (JHRA).*
2. *Evaluates survey plans for the areas subject of the asset disposition program.*
3. *In-charge of assessment, and evaluation of the Geodetic Section of the National Building Code of the Philippines for ALL permits and certifications issued by the JHMC Office of the Building Official (JHMC OBO) within the John Hay Special Economic Zone.*
4. *Leads the survey team in the conduct of all land surveys including validation of the metes and bounds for disputes and encroachments over the BCDA property. These documents are salient for the filling of appropriate cases to courts.*
5. *Regularly updates the land geodatabase of Camp John Hay.*
6. *Advises JHMC on matters related to lands of the BCDA in relation to the existing Master Development Plan and its updating.*
7. *Perform other tasks as assigned from time to time, as necessary.*

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](mailto: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*