

[HRD-NOV-2025-034](#)

12 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>FORESTER / MULTI PARTITE MONITORING TEAM (MMT) TECHNICAL SECRETARIAT</b>
Employment Status	<b>Project - based Employment</b>
Salary	<b>Job Level 9, Php 833.04/day</b>

#### QUALIFICATION STANDARDS

Education	<i>Bachelor's Degree in Forestry, Biology, Natural Sciences, Environmental Sciences</i>
Experience	<i>1 – 2 years of relevant experience</i>
Training	<i>16 hours of relevant training</i>
Other Requirement	<i>Licensed Forester or Natural Sciences Graduate</i>

#### GENERAL DUTIES AND RESPONSIBILITIES

1. Conduct inventory from among available resources and materials in JHMC (from 1997 to 2013) documentation related to the ECC compliance even in the past years' including compliance of JHSEZ locators through submitted reports, monitoring data, outside sourcing from previous MMT members and past meeting minutes.
2. Conduct field inspections to ascertain current status, through reports, photo documentation, gathering of field samples, as instructed by the Environment Officer on areas relevant and within the scope of the area of the original ECC.
3. Gather and benchmark practices from among other entities with MMTs through coordination.
4. Be in continuous coordination with the counterpart unit / personnel of the EMB CAR and CENRO Baguio City as well as in offices as recommended part of the MMT in DENR AO 2017 – 15 Guidelines on Public Participation within the Framework of the Philippine Environmental Impact Statement (EIS) System.
5. Developing template forms, meeting presentation templates relevant to MMT Operations, including all Sectoral MT, as dictated in the ECC.
6. Seek guidance and instruction on relevant technical reports from the Environment Officer and / or the Environment Manager.
7. Completion of baseline data set of all environment-management related facilities in the John Hay SEZ, with specific attention to the former CJHDevCo areas. covered by ECC issued 1997.
8. Participate in environmental impact assessments for proposed projects or developments and conduct related field analyses.
9. Performs other related functions assigned from time to time.

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before 19 MARCH 2025:**

1. Application letter  
Addressed to the: President and CEO Atty. Marlo Ignacio V. Quadra  
Attention: HR Officer Avigale C. Villanueva
2. Barangay Certification (Residency and complaints, its nature, and status, if any)
3. Diploma
4. NBI Clearance
5. **Notarized** Personal Data Sheet (PDS) with at least three (3) character reference with **email addresses** and **contact numbers**
6. Transcript of Records and/or Form 2316 (for High school graduates)
7. Copies of Training Certificates (2024 – 2020)

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*