

[HRD-NOV-2025-042](#)

21 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>FIVE (5) EMERGENCY RESPONDERS</b>
Employment Status	<b>Project - based Employment</b>
Salary	<b>Job Level 09, Php 833.04/day</b>

#### **QUALIFICATION STANDARDS**

Education	<i>At least 2 years in college</i>
Experience	<i>1 year experience as a medical first responder</i>
Training	<i>Trained in BLS by Red Cross or any reputable institution</i>
Other Requirement	<i>Experience in driving four wheeled vehicles</i>

#### **GENERAL DUTIES AND RESPONSIBILITIES**

- 1. Respond quickly to emergencies, including natural disasters, accidents, and health crises.*
- 2. Conduct search and rescue operations as needed to save lives and provide medical assistance.*
- 3. Maintain an inventory of emergency equipment, tools and supplies and ensure readiness for deployment.*
- 4. Provide first aid and basic life support to affected individuals until more comprehensive medical assistance can arrive.*
- 5. Document actions taken during the emergency response and prepare reports for review and accountability.*
- 6. Operate the company ambulance and conduct preventive maintenance care of the mounted equipment*
- 7. Perform other related duties as may be assigned from time to time.*

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before 28 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**