

[HRD-NOV-2025-057](#)

11 April 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 **SIX (6) EMERGENCY RESPONDERS**  
Employment Status **Project - based Employment**  
Salary **Job Level 09, Php 833.04/day**

### QUALIFICATION STANDARDS

Education	<i>At least 2 years in college</i>
Experience	<i>Experience as a medical first responder is an advantage but not required</i>
Training	<i>Trained on Disaster/Emergency Response is an advantage but not required</i>
Other Requirement	<i>Experience in driving four wheeled vehicles and must be physically fit</i>

### GENERAL DUTIES AND RESPONSIBILITIES

- Respond quickly to emergencies, including natural disasters, accidents, and health crises.*
- Conduct search and rescue operations as needed to save lives and provide medical assistance.*
- Maintain an inventory of emergency equipment, tools and supplies and ensure readiness for deployment.*
- Provide first aid and basic life support to affected individuals until more comprehensive medical assistance can arrive.*
- Document actions taken during the emergency response and prepare reports for review and accountability.*
- Operate the company ambulance and conduct preventive maintenance care of the mounted equipment*
- 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 18 APRIL 2025:**

- Application letter  
Addressed to the: President and CEO Manjit T. Singh Reandi  
Attention: HR Officer Avigale C. Villanueva
- Barangay Certification (Residency and complaints, its nature, and status, if any)
- Diploma
- NBI Clearance
- Notarized** Personal Data Sheet (PDS) with at least three (3) character reference with **email addresses and contact numbers**
- Transcript of Records and/or Form 2316 (for High school graduates)
- 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**