

# WE ARE HIRING FORESTER / MULTI PARTITE MONITORING TEAM (MMT) TECHNICAL SECRETARIAT

DEADLINE : 20 JUNE 2025

HRD-NOV-2025-114

Job Level 9, PhP 833.04/day  
Project-based Employment

## Qualification Standards

Education: *Bachelor's Degree in Forestry, Biology, Natural Sciences, Environmental Sciences*

Experience: *1 – 2 years of relevant experience*

Training: *16 hours of relevant training*

Other Requirement: *Licensed Forester or Natural Sciences Graduate*

Qualified applicants are requested to  
**PERSONALLY SUBMIT** the following to the  
**HRD on or before 20 JUNE 2025:**

1. Application letter

Addressed to the: President and CEO Manjit T. Singh Reandi

2. Barangay Certification (Residency and complaints, its nature, and status, if any)

3. Diploma

4. NBI Clearance

5. Notarized Personal Data Sheet (PDS) with three (3) character reference with email addresses and contact numbers. **PRINTED BACK-TO-BACK and DO NOT LEAVE BLANK SPACES.**

Write N/A if not applicable

6. Transcript of Records and/or Form 2316 (for High school graduates)

7. Copies of Training Certificates (2024 – 2020)

**LATE AND INCOMPLETE APPLICATIONS  
SHALL NOT BE ENTERTAINED**

## 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 Eo 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.