

WE ARE HIRING ————— **MULTI PARTITE MONITORING TEAM (MMT) TECHNICAL SECRETARIAT**

DEADLINE : 23 JULY 2025

HRD-NOV-2025-142

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

Qualification Standards

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

*Experience: At least 6 months experience in any
related field, but fresh graduates are welcome to apply*

Training: 8 hours of relevant training

*Other Requirement: Must be adept in computer
applications (MS Office), Can work under minimum
supervision, Licensed Forester*

Qualified applicants are requested to **PERSONALLY
SUBMIT** the following to the HRD on or before **23
JULY 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 (photocopy)

4. NBI Clearance

5. Notarized Personal Data Sheet (PDS) with three
(3) character references 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 (photocopy)

7. Copies of Training Certificates (2024 – 2020)

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

General Duties and Responsibilities

1. Reorganize, 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, 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.

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