

# WE ARE HIRING

## TWO (2) CIVIL ENGINEER

DEADLINE : 23 JULY 2025

HRD-NOV-2025-143

Job Level 11, PhP 1,265.78/day  
Fixed-term Employment

### Qualification Standards

Education: *Bachelor's Degree in Civil Engineering*

Experience: *None required*

Training: *None required*

Other Requirement: *Licensed, CAD and MS Office literate*

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)

### General Duties and Responsibilities

1. Conduct field investigation for assigned infrastructure projects of JHMC;
2. Prepare civil/structural plans and specification for assigned infrastructure projects of JHMC;
3. Assist in the preparation of the Cost Estimates and Detailed Unit Price Analysis (DUPA) for assigned infrastructure projects of JHMC;
4. Assist in the inspections at the JHRA, and;
5. Performs other functions that may be assigned from time to time.

**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*