

WE ARE HIRING — DATA ANALYST

DEADLINE : 11 DECEMBER 2025

HRD-NOV-2025-199

Job Level 8, PhP 678.20/day
Fixed-term Employment

Qualification Standards

Education: *Preferably a graduate of Bachelor's degree in a relevant field*

Experience: *Minimum of 1 year relevant work experience*

Training: *Training in GIS mapping, data management, or survey operations is an advantage*

Other Requirements: *Proficient in MS Office applications (Word, Excel, Powerpoint) and other productivity tools*

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before 11 DECEMBER 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 at least 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)
7. Copies of Training Certificates (2024 – 2020)

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

General Duties and Responsibilities

1. Conduct data gathering and document collection from structure owners in barangays covered by CJHCRDP Phases II and III, as follows:
 - (a) Portion of Greenwater Village;
 - (b) Sta. Escolastica;
 - (c) Portion of Upper Dasgian;
 - (d) Happy Hallow;
 - (e) Camp 7; and
 - (f) Lower Dagsian
2. Perform household profiling and census tagging.
3. Finalize and generate master lists of potential beneficiaries for endorsement to JHMC and BCDA-Board of Directors.
4. Assist survey teams in mapping boundaries of residential, commercial, forest reserve and community zones identified for the CJHCRDP.
5. Perform other tasks as assigned from time to time, as necessary.

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