

SUBJECT : LIST OF ANTICIPATED VACANCIES OF CONTRACTUAL POSITIONS FOR CY 2026

Qualified applicants are requested to PERSONALLY SUBMIT the following to the HRD on or before **29 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 (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)

POSITION TITLE	QUANTITY	JOB LEVEL	DUTIES AND RESPONSIBILITIES	QUALIFICATION STANDARDS
OFFICE OF THE PRESIDENT AND CHIEF EXECUTIVE OFFICER – CORPORATE PLANNING UNIT (CPU)				
Corporate Planning Staff	1	9	<ol style="list-style-type: none"> 1. Validates the common success indicators in the Office Performance and Commitment Review (OPCR). 2. Prepares the appropriate monitoring tool for each common success indicator and provides an update based on the result of the validation in a timely manner. 3. Prepares the following related to the Strategic Performance Management System (SPMS): 	<p>Education: College Graduate Experience: None required, but preferably with experience in Government Entities Training: None required Other Requirement:</p> <ol style="list-style-type: none"> a. With good communication skills both in verbal and written. b. Knowledgeable in MS Word, Excel, PowerPoint, and various

			<ul style="list-style-type: none"> a. Minutes of the meeting, post-activity report, and highlights of the activity; and b. Payables. <ul style="list-style-type: none"> 4. Provides administrative support in terms of the implementation of the SPMS, and overall coordination within the organization. 5. Maintains a systematic file of all official documents of the SPMS. 6. Performs other related functions as may be assigned by the Chief Executive Officer, Corporate Planning Manager, or other duly designated supervisor/s. 	Google and other online tools.
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BUSINESS DEVELOPMENT DEPARTMENT (BDD)

Business Center Assistant (for CUSA)	1	9	<ul style="list-style-type: none"> 1. Assists in the implementation of the Common Usage Service Area (CUSA) fee which includes, but not limited to billing and collection. 2. Assists in the billing and collection of the centralized transactions relative to CUSA fees within the JHSEZ. 3. Assists in the implementation of the centralized transactions relative to CUSA fees within the JHSEZ. 4. Monitors and manages the provision of the ground maintenance and janitorial services, solid waste collection services and other services/ as provided for in the CUSA 	<p>Education: Bachelor's degree relevant to the job</p> <p>Experience: Preferably with experience in Government Procurement</p> <p>Training: Preferably with relevant training</p> <p>Other Requirement:</p> <ul style="list-style-type: none"> a. Proficient in English and Filipino b. Willing to render overtime c. Willing to work on weekends, including holidays
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			<p>guidelines, for locators with business/ lease contracts under BCDA/ JHMC.</p> <ol style="list-style-type: none"> 5. Manages the preparation and processing of all necessary documents, such as procurement documents, monthly billing/payment, scope of work, etc. Attends and participates during the Bids and Awards Committee (BAC) and handles procurement of goods and services under CUSA. 6. Handles the preparation of the Annual Work and Financial Plan and Procurement Management Plan (PPMP) of the Business Center. 7. Conducts monthly/quarterly performance evaluation of the CUSA Service Providers. 8. Coordinates and participates during the CUSA Committee Meetings and meetings with locators. 9. Provides assistance to locators' concern such as, but not limited to power interruption, security assistance etc. 10. Perform other functions that may be assigned from time to time. 	
Business Development Department (BDD) Staff	1	8	<ol style="list-style-type: none"> 1. Provide administrative support to the Business Development activities and Asset Disposition Programs: <ol style="list-style-type: none"> a. Prepare, organize and maintain 	<p>Education: Bachelor's degree in any business related course (Business Administration, Public Administration, Economics or its equivalent)</p>

			<p>documents, reports and presentations related to business development activities.</p> <ul style="list-style-type: none"> b. Schedule and coordinate meetings, appointments with investors and other departments. c. Respond to inquiries and follow up clients or partners as needed. <ol style="list-style-type: none"> 2. Assist in the conduct of research on market trends. 3. Manage client and investor database management: <ul style="list-style-type: none"> a. Assists in maintaining and updating a database of investor clients, ensuring all contract information, interactions, and relevant data are up-to-date. b. Assist in tracking and managing communications with investors to strengthen relationships. 4. Monitoring and Reporting <ul style="list-style-type: none"> a. Track project timelines and deliverables. b. Prepare regular reports on project updates. 5. Perform other functions that may be assigned from time to time. 	<p>Experience: At least 6 months of experience in administrative work or similar role</p> <p>Training: None required</p> <p>Other Requirement:</p> <ul style="list-style-type: none"> a. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) b. Familiarity with design tools such as Canva is an advantage
Historical Core Tour Guide	1	8	<ol style="list-style-type: none"> 1. Conduct Tours for guests and clients in the Historical Core. 	<p>Education: Bachelor's degree relevant to the job</p>

		<ol style="list-style-type: none"> a. Lead and conduct informative and engaging tours for groups, providing detailed explanations about the history, culture, and significance of the sites visited. b. Tailor tours to the needs and interests of the group, ensuring all participants have positive experience. <ol style="list-style-type: none"> 2. Ensure the safety of all tour participants by following safety protocols and providing clear instructions. 3. Customer Service <ol style="list-style-type: none"> a. Welcome guests and create a friendly and inclusive atmosphere. b. Address any concerns or issues that arise during the tour in a professional and courteous manner. 4. Provide a monthly report to the BDD on ticket sales by coordinating with the Ticketing Clerk or Cashier for the necessary data. 5. Maintain knowledge. <ol style="list-style-type: none"> a. Stay updated on the latest information about the tour sites, including historical facts and new attractions. b. Continuously improve knowledge of the local area, history and culture to enhance the quality of the tour experience. 	<p>Experience: Six (6) months relevant experience is an advantage</p> <p>Training: Preferably with relevant training</p> <p>Other Requirement:</p> <ol style="list-style-type: none"> a. Proficient in English and Filipino b. Willing to render overtime c. Willing to work on Tuesdays to Sundays, including holidays (due to influx of tourists on weekends and holidays)
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			<ol style="list-style-type: none"> 6. Report and Record. <ol style="list-style-type: none"> a. Keep detailed records of tours conducted, report to BDD in writing any issues and any incidents that occurred. b. Gather feedback and comments from guests and tourists. 7. Provide assistance in the conduct of BDD events at the Historical Core. 8. Perform other functions that may be assigned from time to time. 	
Marketing and Promotions Specialist	1	9	<ol style="list-style-type: none"> 1. Develop creative assets for marketing campaigns (digital ads, social media posts, posters/banners, event invitations, etc.). 2. Maintain brand consistency across all marketing materials and platforms. 3. Conduct benchmarking activities and gather insights to help strengthen Camp John Hay's market positioning. 4. Analyze historical and current data to evaluate the effectiveness of marketing strategies, events, and campaigns. 5. Maintain and regularly update a database of marketing assets, photos, promotional materials, stakeholder contracts, Historical Core contracts, and tourism-related data. 6. Develop promotional materials for events and projects initiated by the Business 	<p>Education: Bachelor's degree relevant to the job (BA Communication, Marketing, Business Administration, IT, or its equivalent)</p> <p>Experience: At least six (6) months of experience</p> <p>Training: Preferably with relevant training</p> <p>Other Requirement:</p> <ol style="list-style-type: none"> a. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) b. Familiarity with design tools such as Canva and CapCut is an advantage

			<p>Development Department (BDD).</p> <ol style="list-style-type: none"> 7. Manage JHMC's online presence, including the website and social media accounts, and boost engagement through content creation and digital campaigns. 8. Provide coordination and support for marketing-related events and activities within Camp John Hay. 9. Monitor tourism trends and collect visitor feedback to guide and refine marketing strategies. 10. Prepare reports and assist in the documentation and evaluation of the department's overall marketing efforts. 11. Set up, operate, and maintain basic audio and video equipment for events and presentations of BDD events. 12. Other tasks assigned. 	
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SPECIAL ECONOMIC ZONE ADMINISTRATIVE DEPARTMENT (SEZAD)

SEZAD Assistant	1	9	<ol style="list-style-type: none"> 1. To assist the department in the validation and processing of necessary SEZAD permits for its clients and stakeholders including but not limited to preparing monthly reports, sorting and compiling issued permits. 2. To assist the department in the enforcement of the Customs Rules and Regulations inside the JHSEZ including but not limited to the 	<p>Education: Bachelor's degree Experience: 40 hours of Regulatory Related Work Experience Training: 8 Hours Regulatory Training Systems, Processes and Procedures Other Requirement: None required</p>
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			<p>conduct of inspection, tagging, and inventory of articles brought in and out of the John Hay Special Economic Zone (JHSEZ).</p> <ol style="list-style-type: none"> 3. To assist the department in the implementation of all related laws and processes pertaining to the ingress and egress of various imported and local articles within JHSEZ. 4. To provide administrative support to the department. 5. Perform other related functions assigned from time to time. 	
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ADMINISTRATIVE SERVICES DEPARTMENT – INFORMATION AND COMMUNICATIONS TECHNOLOGY DIVISION (ICTD)

Computer Programmer	2	11	<ol style="list-style-type: none"> 1. Conduct system analysis and design including data gathering. 2. Perform all requirements needed for the implementation of automated computer systems from start to finish. 3. Review and recommend an operating system, and other required software and hardware to support the automated computer system during its development and implementation. 4. Facilitate the installation and configuration of required computer hardware, related peripherals and software to run the automated computer system. 	<p>Education: Bachelor's degree in Information Technology, Computer Science, or any related course relevant to the job</p> <p>Experience: At least two (2) years of experience in computer programming using major programming languages and database management system</p> <p>Training: Relevant trainings/ certificates on computer programming</p> <p>Other Requirement: Knowledge on open source systems, PHP with Laravel Framework, HTML, CSS, Javascript</p>
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			<ul style="list-style-type: none"> 5. Provide program codes in the development of the automated computer system and or computer applications. 6. Simplify writing of codes using code libraries. 7. Provide support in the enhancement of software applications/ systems to reduce operating time or improve efficiency. 8. Provide support in preparing required documentation, including both program-level and user-level documentation. 9. Prepares required reports. 10. Conducts Information Systems User's Training. 11. Assists in the review equipment and personnel performance and develops techniques for improvement. 12. Performs other related duties that may be assigned. 	(React or Vue.js), My SQL or MariaDB, Mac OS, Microsoft Applications and Google Workspace/ Cloud/ Adobe Application, Microsoft/ Linux Server Management, System Analysis and Design, Testing and Deployment
Records Management Assistant	1	9	<ul style="list-style-type: none"> 1. Receives and process incoming and outgoing communications including its digitization, data entry in the Document Tracking System (DTS), routing (through the DTS, email or physically route within the John Hay Management Corporation (JHMC), Baguio City and nearby municipalities) or sending (through courier of Philippine Postal 	<p>Education: Any related course relevant to the job</p> <p>Experience: Experience is a plus but not required</p> <p>Training: Relevant trainings for the job</p> <p>Other Requirement: Knowledgeable on collaborative and productivity software</p>

			<p>Corporation).</p> <ol style="list-style-type: none"> 2. Provides assistance in the administration in managing and maintaining records such as: <ol style="list-style-type: none"> a. Inventory and disposition of records. b. Organization of records in accordance with established laws, policies, guidelines and procedures, including brief description and locations. c. Records storage in a safe and secure manner. 3. Responds to records management requests as assigned for completion. 4. Maintains the confidentiality of restricted records and information at all times. 5. Provide assistance in the processing of QMS and EMS documents and records. 6. Submission of required reports. 7. Ensure compliance of corporate procedures and guidelines. 8. Fulfill/ assist on ICTD's received and approved request/s, if needed. 9. Performs other related functions as may be assigned from time to time. 	
Bids and Awards Committee (BAC)	1	9	<ol style="list-style-type: none"> 1. Provide administrative support to the BAC and its Technical Working Group (TWG). 	Education: Bachelor's degree in Information Technology, Computer

Assistant			<ol style="list-style-type: none"> 2. Organize and make all necessary arrangements for BAC and the TWG meetings and conferences. 3. Take initial custody of procurement documents and other records and ensure that all procurements undertaken by JHMC are properly documented. 4. Draft the following documents for approval: <ol style="list-style-type: none"> a. Request for Quotation for less than 50,000.00 b. BAC Resolutions c. Internal Memorandum d. Other communications, as needed 5. Route approved Request for Quotation to prospective and/or registered suppliers and service providers. 6. Monitor procurement activities and milestones for proper reporting to relevant agencies when required. 7. Draft minutes of meetings and resolutions of the BAC, as needed. 8. Assist in managing the sale and distribution of Bidding Documents to interested bidders. 9. Assist in the advertisement and or post bidding opportunities, including Bidding Documents, and notice of awards. 10. Assist in the implementation of the procurement processes. 	<p>Science, or any related course relevant to the job including Computer Hardware/ System Servicing NC II</p> <p>Experience: At least 1 year of relevant experience</p> <p>Training: At least 8 hours of relevant trainings</p> <p>Other Requirement: None required</p>
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			<ul style="list-style-type: none"> II. Assist in the consolidation of PPMPs from various units of the Procuring Entity to make them available for review and as basis for the crafting of the APP. 12. Perform other related functions assigned from time to time. 	
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ENVIRONMENT AND ASSET MANAGEMENT DEPARTMENT – ENVIRONMENT MANAGEMENT DIVISION (EMD)

EMS Specialist	1	9	<ul style="list-style-type: none"> 1. Act as assistant and secretariat to the EMS Core Team Leader in all stages of the JHMC EMS implementation to conform with the EMS Program and ISO 14001: 2015 standards implementation and documentation. 2. Complement in the continuing documentation and implementation requirements of the ISO 14001:2015 standards. 3. Provide assistance to EMS and pollution control related programs and projects, such as logistics, meeting arrangements. (Specific projects are the Study on Ecological SW Management Facility, Natural Resources Management Program). 4. Provide clerical assistance to the Environment Management Division on Information, Education and Communication Campaigns on environment protection. 5. Perform market research related to environment related programs. 	<p>Education: Bachelor's degree in Environmental Science, Forestry and / or and related science-based courses</p> <p>Experience: At least 1 year of work experience to environment, forest protection and management</p> <p>Training: Minimum 24 hours of relevant trainings</p> <p>Other Requirement: None required</p>
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			<ol style="list-style-type: none"> 6. Assistance to other pollution control related projects and programs. 7. Documentation and assistance during environment-related events and programs. 8. Perform other functions that may be assigned from time to time. 	
MMT Technical Secretariat	1	9	<ol style="list-style-type: none"> 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, photodocumentation, 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 	<p>Education: Bachelor's degree in Forestry, Biology, Natural Sciences, Environmental Sciences</p> <p>Experience: Minimum 6 months of related experience, but fresh graduates are welcome to apply</p> <p>Training: Minimum 8 hours of relevant trainings</p> <p>Other Requirement: Licensed Forester/Environmental Science, or Natural Sciences Graduate</p>

			<p>within the framework of the Philippine Environmental Impact Statement (EIS) System.</p> <ol style="list-style-type: none"> 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 Environment Officer 7. Completion of baseline data set of all environment-management related facilities in the John Hay SEZ, with specific attention to the former CJH DevCo areas. covered by ECC issued 1997. 8. Participate in environmental impact assessments for proposed projects or developments and conduct related field analyses, acting as the secretariat. 9. Be part of the team to draft and come up with the MMT Manual of Operations and other pertinent records and documentation. 10. Performs other functions that may be assigned from time to time. 	
Forester	2	10	<ol style="list-style-type: none"> 1. Conducts tree inventory, evaluation and assessments relative to JHMC's application for the issuance of Tree 	<p>Education: Bachelor's degree in Forestry</p> <p>Experience: At least one (1) year of</p>

		<p>Cutting/Pruning/Balling Permits from the authorized permitting agencies, as part of forest protection and management;</p> <ol style="list-style-type: none"> 2. Technical assessment and monitoring in the implementation of Tree Cutting/Pruning/Balling/Retrieval cutting Permits issued; 3. Technical inputs and implementation of reforestation and forest enrichment within the JHSEZ/JHRA; 4. Provides technical assistance on the implementation of forest protection and management plans and programs such as species validation, species identification and health assessment/health management; 5. Monitoring of nursery and reforestation activities/operations; 6. Facilitates disposal of firewood and other lumber materials donated to requesting parties; 7. Conducts site inspection/ validation/ verification on illegal activities officially reported by the SSD security guards /DENROs and submits recommendations; 8. Provides assistance in the preparation of reports and other necessary documents for submission by the EMD to other units of JHMC; 	<p>work experience pertinent to environment, forest protection and management</p> <p>Training: Minimum 24 hours of relevant trainings</p> <p>Other Requirement: Registered Professional Forester</p>
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			<ul style="list-style-type: none"> 9. Tasks of foresters for the Environment and Forest Management Information System (EFMIS) and the need for a technical person; 10. Forestry – related tasks as requested by other JHMC units, including DENR and its line agencies; 11. Performs other functions relative to environment and forest management-related activities as may be instructed by the Environment Manager. 	
Sanitary Engineer	1	11	<ul style="list-style-type: none"> 1. Monitor and report to the Environment Manager regarding the implementation of water and wastewater management projects and programs, such as, but not limited to wastewater treatment plants and other related facilities. 2. Provide inputs towards the formulation of water and wastewater management programs based on strategic and socially-sound, inclusive and gender-responsive measures. 3. Perform the following activities in relation to implementation of the above: <ul style="list-style-type: none"> a. Monitor commitments and agreements entered into by JHMC on water and wastewater management. b. Review and validate the status of 	<p>Education: Bachelor's of Science in Environment and Sanitary Engineering or related course</p> <p>Experience: 2 – 3 years of related experience in wastewater and water management</p> <p>Training: Minimum 24 hours of relevant training on Water and Wastewater Management</p> <p>Other Requirement: Licensed Sanitary Engineer</p>

		<p>sanitation-related projects, including non-infra projects of JHMC.</p> <ul style="list-style-type: none">c. Provide technical assistance to JHSEZ locators to comply with wastewater and water management concerns in relation to sanitation including non-infra projects, as requested by the Office of the Building Official.4. Conduct spot-checking, audits and technical assessments on the sanitation project/s being implemented when necessary.5. Provide inputs in the review of technical assessment tools, modules, manuals and guidebooks for sanitation facilities such as STPs, waste facilities, and the like.6. Provide technical guidance in monitoring and evaluation of the JHSEZ locators' sanitation, water and wastewater management activities, as the need arises.7. Facilitate the compliance and audits of JHSEZ locators in the compliance to the Code on Sanitation (PD 856) and its related issuances.8. Perform other related duties as may be assigned from time to time.	
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