

**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
<b>SAFETY AND SECURITY DEPARTMENT (SSD)</b>				
Emergency Responder	6	9	<ol style="list-style-type: none"> <li>1. Respond quickly to emergencies, including natural disasters, accidents, and health crises.</li> <li>2. Provide immediate first aid and basic life support to individuals in need until advanced medical care becomes available.</li> <li>3. Assist or lead search and rescue activities to safeguard lives as needed.</li> <li>4. Maintain cleanliness and inventory of emergency equipment, tools, supplies, and</li> </ol>	<p><b>Education:</b> Graduate of 4 year course (preferably health related course)</p> <p><b>Experience:</b> With experience as EMS volunteer is an advantage</p> <p><b>Training:</b> First Aid, Basic Life Support, OSH Training is an advantage</p> <p><b>Other Requirement:</b></p> <ol style="list-style-type: none"> <li>a. Operation of basic medical kits/equipment.</li> <li>b. Computer literate</li> </ol>

*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.*

			<p>clinic; and ensure readiness for deployment and conduct preventive maintenance care of the mounted equipment.</p> <ol style="list-style-type: none"> <li>5. Monitor content of medical kit and request and store medical supplies.</li> <li>6. Participate in the recurring training programs and safety and health inspection activities as required.</li> <li>7. Participate in the implementation and improvement of occupational safety and health programs by identifying workplace hazards and recommending corrective actions.</li> <li>8. Document all actions taken during emergency responses and submit incident reports for evaluation and accountability.</li> <li>9. Perform additional tasks that may be assigned from time to time in support of emergency preparedness and organizational operations</li> </ol>	<p>c. With Driver's license is an advantage.</p>
Emergency Responder (Nurse)	2	9	<ol style="list-style-type: none"> <li>1. Respond quickly to emergencies, including natural disasters, accidents, and health crises, and other incidents requiring immediate medical attention.</li> <li>2. Provide first aid and basic life support (BLS) to affected individuals until advanced medical care becomes available.</li> </ol>	<p><b>Education:</b> Graduate of Bachelor of Science in Nursing</p> <p><b>Experience:</b> With hospital based experience or experience as an EMS volunteer is an advantage</p> <p><b>Training:</b> First Aid, Basic Life Support, OSH Training is an advantage</p>

			<ol style="list-style-type: none"> <li>3. Maintain cleanliness and inventory of emergency equipment, tools, supplies, and clinic; and ensure readiness for deployment and conduct preventive maintenance care of the mounted equipment.</li> <li>4. Monitor content of medical kit and request and store medical supplies.</li> <li>5. Participate in health maintenance assessments/examinations and perform nursing tasks within the scope of the nursing profession, and if more extensive examinations are needed, refer to hospital or physician.</li> <li>6. Participate in the recurring training programs and safety and health inspection activities as required.</li> <li>7. Participate in the implementation and improvement of occupational safety and health programs by identifying workplace hazards and recommending corrective actions.</li> <li>8. Document all actions taken during emergency responses, submit incident reports for evaluation and accountability.</li> <li>9. Maintain accurate reporting and records management systems for trauma and emergency related activities and assistance.</li> <li>10. Perform additional tasks that may be</li> </ol>	<p><b>Other Requirement:</b></p> <ol style="list-style-type: none"> <li>a. Operation of basic medical kits/equipment.</li> <li>b. Computer literate</li> <li>c. With Driver's license is an advantage.</li> </ol>
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			assigned from time to time in support of emergency preparedness and organizational operations.	
Firefighter	8	9	<ol style="list-style-type: none"> <li>1. Responding to fires promptly and using various techniques and equipment to extinguish them safely and effectively.</li> <li>2. Carrying out rescue missions for individuals trapped in dangerous situations, such as burning buildings, car accidents, or natural disasters.</li> <li>3. Assisting in the investigation of fire incidents to determine their cause and prevent future occurrences.</li> <li>4. Ensuring that firefighting equipment, hoses, vehicles, and protective gear are maintained and ready for use.</li> <li>5. Responding to incidents involving hazardous materials containing spills or leaks to prevent environmental harm.</li> <li>6. Assisting with response and recovery efforts during natural disasters, such as earthquakes, typhoons which may involve not just fire response but also search and rescue operations.</li> <li>7. Assist in emergency medical response in loading, unloading, and stabilizing patients or equipment as necessary.</li> </ol>	<p><b>Education:</b> At least 2 years in College</p> <p><b>Experience:</b> Experience as a fire volunteer is an advantage but not required</p> <p><b>Training:</b> With any Basic Fire Fighting/Suppression or Safety Training</p> <p><b>Other Requirement:</b> With Professional Driver's License (a C or C1 restriction is an advantage)</p>

			8. Perform other related functions as necessary.	
Organic Security Personnel	6	9	<ol style="list-style-type: none"> <li>1. To assist in the monitoring of 24/7 daily security operations and compliance of the stipulations in the Security Services Contract by the contracted security agency.</li> <li>2. To assist in the implementation and monitoring of the general Safety and Security Programs and enforcement of applicable laws and/or policies within the John Hay Reservation Area (JHRA) and John Hay Special Economic Zone (JHSEZ).</li> <li>3. To assist in the accomplishment reports and documentation of daily security activities, conduct, investigation of unusual incidents and special operations as necessary.</li> <li>4. Liaise/coordinate with law enforcement units, private and government agencies, locators and other JHMC departments/divisions on matters of Safety and Security.</li> <li>5. Accomplish reports required by the Safety and Security Manager and Safety and Security Officer.</li> <li>6. Performs other related functions assigned from time to time.</li> </ol>	<p><b>Education:</b> At least 2 years in College/ Personnel Honorably dismissed from Military or Police Service</p> <p><b>Experience:</b> With experience in the above-mentioned field of expertise, licensed Security Officer is an advantage</p> <p><b>Training:</b> Training related in the above-mentioned field of expertise</p> <p><b>Other Requirement:</b></p> <ol style="list-style-type: none"> <li>a. Good written communication skills.</li> <li>b. Computer literate</li> <li>c. With Professional Driver's License is an advantage</li> </ol>