

**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 **30 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>ENVIRONMENT AND ASSET MANAGEMENT DEPARTMENT – PROJECT MANAGEMENT DIVISION (PMD)</b>				
Architect II (Planning)	1	11	<p>Assist in the timely preparation and accurate architectural planning and conceptual design and details for infrastructure projects under PMD, including projects requested by other departments which includes but not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Site Survey and Investigation,</li> <li>2. Master Development,</li> <li>3. Site Development Plans,</li> </ol>	<p><b>Education:</b> College graduate</p> <p><b>Experience:</b> With 1-2 years experience</p> <p><b>Training:</b> Preferably related to design and planning</p> <p><b>Other Requirement:</b></p> <ol style="list-style-type: none"> <li>a. Licensed Architect</li> <li>b. Must be adept architectural and engineering software (e.g. Autocad, Lumion, Revit, BIM, or equivalent)</li> </ol>

			<ol style="list-style-type: none"> <li>4. Architectural Designs, Plans, and Details,</li> <li>5. Technical Specifications and Finishes,</li> <li>6. Fire Protection Plans,</li> <li>7. Visual Presentations,</li> <li>8. Walk Through Videos,</li> <li>9. Assist in the preparation of timely and accurate architectural planning and conceptual design and details for infrastructure projects requested by other JHMC departments.</li> <li>10. Assist in the evaluation of the architectural section for applications of building permits and related permits under the JHSEZ Office of the Building Official (OBO).</li> </ol>	
Architect II (Construction Monitoring)	1	11	<ol style="list-style-type: none"> <li>1. Assist in the monitoring of the Implementation of the Architectural component of the project in accordance with the Division's approved WFP and Project Procurement Management Plan (PPMP).</li> <li>2. Assist in the preparation of on-site shop drawings for architectural components, updating of plans according to site conditions.</li> <li>3. Assist in the preparation of variation order/change order for architectural components.</li> <li>4. Assist in the preparation of as-built plans</li> </ol>	<p><b>Education:</b> College graduate</p> <p><b>Experience:</b> With 1-2 years experience</p> <p><b>Training:</b> Preferably related to construction management</p> <p><b>Other Requirement:</b></p> <ol style="list-style-type: none"> <li>a. Licensed Architect</li> <li>b. Must be adept architectural and engineering software (e.g. Autocad, Lumion, Revit, BIM, or equivalent)</li> </ol>

			<p>incorporating proposed and approved variation/change orders for architectural components.</p> <p>5. Assist in the monitoring of issued Conditional Permits for architectural components for house repair in the JHRA, issuance of NOV.</p> <p>6. Assist in the monitoring of issued Permit-to-Bring-In for architectural component government projects in the JHRA, issuance of NOV.</p>	
Engineer II: Electrical Engineer	1	11	<p>Assist in the preparation of timely and accurate Quantity and Cost Estimates for electrical components, in accordance with the Division's proposed WFP and PPMP:</p> <p>1. Technical analysis for electrical components.</p> <p>2. Technical specifications for electrical components.</p> <p>3. Scope of works for electrical components.</p> <p>4. Quantity and cost estimates for electrical components in accordance with the Division's proposed WFP and PPMP.</p> <p>5. Assist in the technical support on electrical-related works in the JHMC facilities.</p> <p>6. Assist in the processing, inspection, and issuance of Conditional Permit in the JHRA.</p> <p>7. Assist process, inspect, and issue</p>	<p><b>Education:</b> College graduate</p> <p><b>Experience:</b> With 1-2 years experience</p> <p><b>Training:</b> Preferably related to design and planning</p> <p><b>Other Requirement:</b></p> <ul style="list-style-type: none"> <li>a. Licensed Electrical Engineer</li> <li>b. Must be adept architectural and engineering software (e.g. Autocad or equivalent)</li> </ul>

			<p>Permit-to-Bring-In for government projects in the JHRA.</p> <p>8. Assist in the evaluation of the electrical section of permits required by the National Building Code of the Philippines, under the John Hay Special Economic Zone Office of the Building Official (JHSEZ - OBO).</p>	
Engineer II: Civil Engineer (Construction and Implementation)	1	11	<p>1. Assist in the monitoring of infrastructure projects, particularly of the civil/structural component of the project, in accordance with the approved plans and construction schedule.</p> <p>2. Assist in the evaluation and assessment of project accomplishment based on approved/ original Bill of Quantities and with reference to approved unit/project costs.</p> <p>3. Assist in the preparation of on-site shop drawings, updating of civil/structural plans required during the implementation of the project.</p> <p>4. Assist in the evaluation of the proposed/requested time extension, work suspension and/or work resumption order for civil/structural components of the project.</p> <p>5. Assist in the assessment and validation of proposed/requested variation/change order for ongoing infrastructure projects.</p>	<p><b>Education:</b> College graduate</p> <p><b>Experience:</b> With 1-2 years experience</p> <p><b>Training:</b> Preferably related to construction management</p> <p><b>Other Requirement:</b></p> <ul style="list-style-type: none"> <li>a. Licensed Civil Engineer</li> </ul>

		<ul style="list-style-type: none"><li>6. Assist in the processing and review of requested advance payment, partial billing, progress billings, final billing and release of retention money.</li><li>7. Assist in the conduct of coordination, tool box meetings with coordinators/ providers for updating of project accomplishment and resolution of project issues/concerns.</li><li>8. Assist in the monitoring of issued Conditional Permits for civil/structural components for house repair in the JHRA. Assist in the review/ evaluation of request for extension of the issued Conditional Permit. Recommend issuance of Notice of Violation (NOV), if applicable.</li><li>9. Assist in the monitoring of issued Permit to Bring-In for civil/structural components for government projects in the JHRA. Recommend the issuance of NOV, if applicable.</li></ul>	
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