

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 **02 JANUARY 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 VICE PRESIDENT AND CHIEF OPERATIONS OFFICER (OVPCOO)				
OVP Staff	1	9	<ol style="list-style-type: none"> 1. Prepare minutes/highlights of meetings conducted by the committees chaired by the VPCOO. 2. Arrange/coordinate the meeting related to the committee. 3. Monitor the deliverables/submissions of the committee. 4. Assists the JHMC GFPS Committee in collaborating with local government units, NGOs, and national agencies to advance 	<p>Education: Preferably Bachelor's Degree relevant to the job</p> <p>Experience: None required</p> <p>Training: None required</p> <p>Other Requirement:</p> <ol style="list-style-type: none"> a. Proficiency in basic office productivity tools (Word, Excel, Email) b. Basic organizational and file management skills

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			<p>gender equality and women empowerment initiatives.</p> <p>5. Assist the JHMC GFPS Committee in promoting awareness on laws and policies such as RA 9710 (Magna Carta of Women), Anti-VAWC, and Anti-Sexual Harassment Act.</p> <p>6. Assists in the preparation, consolidation, and submission of the annual GAD Plan and Budget (GPB) and GAD Accomplishment Report (GAD AR) in coordination with the GAD TWG.</p> <p>7. Assists in monitoring the implementation of GPB.</p> <p>8. Maintains a GAD database, including sex-disaggregated data and gender analysis reports.</p> <p>9. Maintains and updates a GAD training database for the GFPS and other personnel in coordination with the HRD.</p> <p>10. Monitors the implementation of GAD-related policies, including the establishment of safe spaces and support facilities like the lactation station.</p> <p>11. Perform other related duties as assigned by the VPCOO chaired committees.</p>	<p>c. Familiarity in basic office/clerical work</p> <p>d. Knowledgeable on Gender and Development (GAD) compliances.</p>
OFFICE OF THE PRESIDENT AND CHIEF EXECUTIVE OFFICER – CORPORATE PLANNING UNIT (CPU)				
Corporate Planning	1	9	1. Validates the submitted reports for the	Education: College graduate

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Staff (B)			<p>identified specific Strategic Measure (SM) in the Approved Performance Scorecard of JHMC with the Governance Commission for GOCC's (GCG).</p> <ol style="list-style-type: none"> 2. Prepares the appropriate monitoring tool for each assigned Strategic Measure and provides a monthly update based on the result of the validation in a timely manner. 3. Assists in the collation of the supporting documents for the timely submission to the GCG of the Quarterly PSMR. 4. Prepares the following related to the Performance Evaluation Scorecard (PES): <ol style="list-style-type: none"> a. Minutes of the meeting, post-activity report, and highlights of the activity; and b. payables. 5. Provides administrative support to the CPU: <ol style="list-style-type: none"> a. Overall coordination within the organization except for the Strategic Performance Management System (SPMS); and b. Assistance to the OPCEO – CPU in the day-to-day operations. 6. Maintains a systematic file of all official documents of the OPCEO-CPU. 7. Performs other related functions as may be assigned by the Chief Executive Officer, Corporate Planning Manager, or other duly 	<p>Experience: None required, but preferably with experience in Government Entities</p> <p>Training: None required</p> <p>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 Google and other online tools.
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			designated supervisor/s.	
ENVIRONMENT AND ASSET MANAGEMENT DEPARTMENT - LAND AND ASSET MANAGEMENT DIVISION (LAMd)				
Cartographer	1	10	<ol style="list-style-type: none"> Assists the GE in the conduct of subdivision, individual lot, and relocation surveys within the John Hay Special Economic Zone and the John Hay Reservation Area, in support of the following project: <ol style="list-style-type: none"> CJH Community Redevelopment Project; Asset Disposition Program (ADP); Inspections of Illegal Structures within John Hay Reservation areas and John Hay Special Economic Zone. Draft location maps/plans, lot information plans (LIPs) and site development plans based on received requests from JHMC's division/ department units, government agencies and other stakeholders. Assists in the enhancement of the information system of land and management. Performs other functions that may be assigned from time to time. 	<p>Education: Bachelor's Degree in Geodetic Engineering</p> <p>Experience: At least 1 year of working experience</p> <p>Training: Minimum of 16 hours of relevant training</p> <p>Other Requirement:</p> <ol style="list-style-type: none"> Knowledgeable in using latest surveying equipment and tools such as Drone for Mapping and surveying , RTK, and Total Station. Ability in using land desktop systems and/or ArcGIS, AutoCAD, Civil 3D, and other related softwares.
Data Analyst	2	9	<ol style="list-style-type: none"> Extend assistance in the Scout Barrio Housing Project (SBHP) by organizing files and records, checking documents to ensure requirements are complete, preparing 	<p>Education: Preferably a graduate of Bachelor's degree in a relevant field</p> <p>Experience: At least 1 year of working experience</p>

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			<p>meeting notes/ agenda and correspondences, and helping arrange committee meetings.</p> <ol style="list-style-type: none"> 2. Provide assistance in arranging and managing meetings with affected LGUs, barangay officials, structure owners, and other stakeholders, making sure schedules, materials, and logistics are properly planned. 3. Collect and analyze community information to support development planning, while continuing the systematic data gathering and document collection from structure owners in the barangays covered under Phase I and II. 4. Conduct counter-validation and verification of data on all identified structure owners against the official lists of illegal activities within Camp John Hay, in accordance with the approved disposition guidelines CRP as well as the CJH Comprehensive Master Development Plan. 5. Finalization and generation of the master list of potential beneficiaries included in Phases I and II for recommendation to the JHMC and BCDA-BOD. 6. Performs other assigned tasks aligned with institutional goals. 	<p>Training: Minimum of 16 hours of relevant training</p> <p>Other Requirement:</p> <ol style="list-style-type: none"> a. Proficient in MS Office applications (Word, Excel, PowerPoint) and other productivity tools. b. Strong written and verbal communications skills. c. Familiarity with government processes and LGU coordination is an advantage.
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ENVIRONMENT AND ASSET MANAGEMENT DEPARTMENT – OFFICE OF THE BUILDING OFFICIAL (OBO)

OBO Secretary	1	10	<p>The position shall provide administrative support to the Office of the Building Official in the enforcement of the National Building Code (NBC) of the Philippines.</p> <ol style="list-style-type: none"> 1. Receives and checks the completeness of requirements of applications for any NBC Permits or Certificates. 2. Liaise with the Records Management Specialist on received applications. 3. Notify Evaluators/Inspectors of applications for any NBC Permits or Certificates. 4. Prepare reports required from the OBO. 5. Prepares the Order of Payment and ATAP. 6. Regularly updates the Building Official on the day-to-day operations of the office. 7. Perform other tasks as assigned from time to time, as necessary. 	<p>Education: College graduate Experience: No training required Training: No training required Other Requirement:</p> <ol style="list-style-type: none"> a. Licensed Architect or Civil Engineer b. Must be adept in architectural or engineering software (e.g. AutoCAD, Lumion, Revit, BIM, or equivalent)
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