

John Hay Management Corporation (JHMC), a subsidiary of the Bases Conversion and Development Authority (BCDA) is the estate manager of the Camp John Hay Reservation containing an area of 625 hectares more or less.

Our company is in need of an **EMERGENCY RESPONDER**

Job Level: **JL 9 (Php 833.04/ day)**

Employment Status: **Fixed-Term Employment**

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the Human Resource Division (HRD) on or before **13 JANUARY 2026:**

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)
6. Transcript of Records and/or Form 2316 for High School Graduates (Photocopy)
7. Copies of Training Certificates (2024 – 2020)

QUALIFICATION STANDARDS:

Education	Graduate of 4 year course (preferably health related course)
Experience	With experience as EMS volunteer is an advantage
Training	First Aid, Basic Life Support, OSH Training is an advantage
Other Requirement/s	<ol style="list-style-type: none"> a. Operation of basic medical kits/equipment b. Computer literate c. With Driver's license is an advantage

DUTIES AND RESPONSIBILITIES:

1. Respond quickly to emergencies, including natural disasters, accidents, and health crises.
2. Provide immediate first aid and basic life support to individuals in need until advanced medical care becomes available.
3. Assist or lead search and rescue activities to safeguard lives as needed.
4. 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.
5. Monitor content of medical kit and request and store medical supplies.
6. Participate in the recurring training programs and safety and health inspection activities as required.
7. Participate in the implementation and improvement of occupational safety and health programs by identifying workplace hazards and recommending corrective actions.
8. Document all actions taken during emergency responses and submit incident reports for evaluation and accountability.
9. Perform additional tasks that may be assigned from time to time in support of emergency preparedness and organizational operations.