

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 **ORGANIC SECURITY PERSONNEL**

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:**

<b>Education</b>	At least 2 years in College/ Personnel Honorable dismissed from Military or Police Service
<b>Experience</b>	With experience in the above-mentioned field of expertise, licensed Security Officer is an advantage
<b>Training</b>	Training related in the above-mentioned field of expertise
<b>Other Requirement/s</b>	<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>

**DUTIES AND RESPONSIBILITIES:**

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.
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).
3. To assist in the accomplishment reports and documentation of daily security activities, conduct, investigation of unusual incidents and special operations as necessary.
4. Liasise/coordinate with law enforcement units, private and government agencies, locators and other JHMC departments/divisions on matters of Safety and Security.
5. Accomplish reports required by the Safety and Security Manager and Safety and Security Officer.
6. Performs other related functions assigned from time to time.