

[HRD-NOV-2025-004 1<sup>st</sup> Posting](#)

10 January 2025

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 is in need of:

Position	<b>ARCHITECT 1 / OFFICE OF THE BUILDING OFFICIAL SECRETARY</b>
Employment Status	<b>Fixed – term</b>
Salary	<b>Job Level 10, Php 1,025.83/day</b>

## GENERAL DUTIES AND RESPONSIBILITIES

1. *Preparation of Infra projects included in the five-year road map in accordance to the National Building Code of the Philippines and pertinent laws and regulations, and CIMDP.*
2. *Planning and Conceptualization*
  - ✓ *prepare site analysis, determine existing structures and utilities, topography of site, orientation of structures;*
  - ✓ *conceptualize design in consideration of existing site structures and conditions, prepare conceptual master development plan, accessions, functional areas and linkages*
  - ✓ *prepare site development plans for the specific projects;*
  - ✓ *individual conceptual design per structure;*
  - ✓ *prepare final draft of technical drawings;*
  - ✓ *submit final draft to PM and EAMM for review and evaluation;*
  - ✓ *prepare additions, revisions, updates on technical drawings and outputs*
3. *Presentation drawings*
  - ✓ *prepare architectural plans, electrical, sanitary and plumbing, and mechanical plans;*
  - ✓ *prepare architectural, electrical, sanitary and plumbing, and mechanical details;*
  - ✓ *prepare final technical drawings;*
  - ✓ *submit final technical outputs to PM and EAMM for review and evaluation;*
  - ✓ *prepare additions, revisions, updates on technical drawings and outputs*
4. *Project Presentation*
  - ✓ *Prepare 3d and walk through presentations for the projects included in the five-year road map and BCDA initiated projects;*
  - ✓ *prepare final presentation drawings and layouts;*
  - ✓ *prepare additions, revisions, updates on technical drawings and outputs;*
  - ✓ *obtain approval of PM and EAMM*
5. *OBO Secretary*
  - ✓ *the position of Architect 1 shall also act as the OBO Secretary to the Office of the Building Official (OBO);*
  - ✓ *receive applications for building, occupancy, ancillary, annual building permits;*
  - ✓ *process, coordinate and schedule inspections with client and OBO staff;*
  - ✓ *collate inspection reports;*
  - ✓ *collate Order of payments from OBO personnel;*
  - ✓ *prepare and coordinate inspections by Bureau of Fire Department with client and BFP;*
  - ✓ *obtain approvals and signatures from BO and OBO staff;*
  - ✓ *issue appropriate permit/s*
  - ✓ *maintain logbook of transactions;*

*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*

✓ *prepare reports including but not limited to PSMES, PPA's*

## **QUALIFICATION STANDARDS**

Education	<i>Bachelor of Science in Architecture</i>
Experience	<i>Three (3) years</i>
Other Requirement	<i>Advanced computer aided design software (Autodesk, AutoCad 3D or equivalent, Revit Architecture or equivalent, Lumion or equivalent)</i>

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before 17 JANUARY 2025:**

1. Application letter  
Addressed to the: President and CEO Atty. Marlo Ignacio V. Quadra  
Attention: HR Officer, Avigale C. Villanueva
2. **Notarized** Personal Data Sheet (PDS) with at least three (3) **character reference with email addresses**
3. Transcript of Records and Diploma
4. Copies of Training Certificates (2020-2024)
5. NBI Clearance
6. Barangay Certification

**LATE AND INCOMPLETE APPLICATIONS SHALL NOT BE ENTERTAINED**