

[HRD-NOV-2025-035](#)

12 March 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 **TWO (2) EMERGENCY RESPONDER (NURSE)**  
Employment Status **Fixed – term Employment**  
Salary **Job Level 9, Php 833.4/day**

### QUALIFICATION STANDARDS

Education	<b><i>Bachelor's Degree in Nursing</i></b>
Experience	<b><i>Hospital Based Experience and with experience as EMS volunteer is an advantage</i></b>
Training	<b><i>First aid, Basic Life Support, Operation of basic medical kits/equipment, OSH Training is an advantage</i></b>
Other Requirement	<b><i>Registered Nurse</i></b>

### GENERAL DUTIES AND RESPONSIBILITIES

1. Respond quickly to emergencies, including natural disasters, accidents, and health crises;
2. Maintain an inventory of emergency equipment, tools and supplies and ensure readiness for deployment;
3. Provide first aid and basic life support to affected individuals until more comprehensive medical assistance can arrive;
4. Participate in health maintenance examinations. Perform work activities which are within the scope allowed by the nursing profession, and if more extensive examinations are needed, to refer the same to a physician;
5. Participate in the maintenance of occupational health and safety by giving suggestions in the improvement of working environment affecting health and well-being of workers;
6. Maintain a report and records system, prepare and submit an annual medical report to the company as required by standards;
7. Conduct preventive maintenance care of the mounted equipment;
8. Monitor content of medical kit and request and store medical supplies;
9. Record and keep medical examinations/health status of employees;
10. Maintain the cleanliness of the clinic;
11. Participate in the recurring training program and in safety and health inspection programs;
12. Man-alarm center in cases where assigned alarm control operator shall respond to an emergency;
13. Document actions taken during the emergency response and prepare reports for review and accountability;
14. Perform other related duties as may be assigned from time to time.

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before 19 MARCH 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** and **contact numbers**
3. Transcript of Records and Diploma
4. Copies of Training Certificates (2024 – 2020)
5. NBI Clearance
6. Barangay Certification (Residency and complaints, its nature, and status, if any)

For inquiries, please email: [avigale.villanueva@jhmc.com.ph](mailto:avigale.villanueva@jhmc.com.ph)

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

*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*