



Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

DEPARTMENT OF EDUCATION
 DIVISION OF DAVAO DE ORO
 RECORDS SECTION
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Office of the Schools Division
 Superintendent

April 27, 2026

DIVISION MEMORANDUM
 CID-2026- 436

INVITATION TO THE 124TH LABOR DAY JOB FAIR 2026

To: Assistant Schools Division Superintendent
 Chief, Functional Divisions
 All District Heads
 All School Heads
 All Other Concerned

1. The Department of Labor and Employment XI Davao de Oro Field Office will spearhead a Job Fair in line with the 124th Labor Day Celebration on May 1, 2026, at Assumption College of Nabunturan, Poblacion, Davao de Oro.
2. In this regard, all Senior High School graduates and qualified interested applicants are encouraged to participate and apply. Teachers are likewise encouraged to assist by reaching out to and guiding their students in maximizing this opportunity.
3. An Assistance Desk will be available for SHS graduates and qualified applicants through the partnership of ALSTIG of Davao de Oro and JCI Maragusan Pyagsawitan, to help facilitate application processes and provide guidance.
4. The list of job vacancies is attached in the enclosure and may also be accessed through the official Facebook page of the DOLE XI Davao de Oro Field Office.
5. Applicants are required to bring an application letter, résumé, and all supporting certificates/documents for verification during the Job Fair.
6. Compensatory Overtime Credits (COCs) or Service Credits, whichever is applicable, shall be granted to ALS Implementers who will render service on May 1, 2026 (a holiday), subject to existing rules and regulations.



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
 Contact No.: 0951-387-1728 (TNT); 0999-935-5399 (Smart)
 Email Address: davaodeoro@deped.gov.ph
 Website: www.deped.ddd.com

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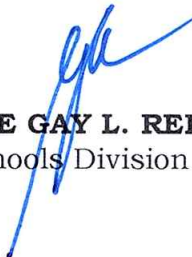




Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

**Office of the Schools Division
Superintendent**

7. For Division personnel, this memorandum will serve as your Authority to Travel (ATT).

8. Immediate dissemination of this memorandum to all concerned is enjoined.


PHOEBE GAY L. REFAMONTE, CESO VI
Schools Division Superintendent  



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

Office of the Schools Division
Superintendent

LIST OF TECHNICAL WORKING GROUP
MAY 1, 2026 | 124TH LABOR DAY JOB FAIR 2026
Assumption College of Nabunturan, Poblacion, Nabunturan, Davao de Oro

| NO. | NAME | DESIGNATION / POSITION | OFFICIAL STATION |
|-----|-----------------------|------------------------|--------------------------------|
| 1 | EDDIE JR. A. CABANSAG | EPSA II | DIVISION OFFICE |
| 2 | JOCELYN P. QUIMBA | ALS TEACHER I | MAPAW CES |
| 3 | PHILIP DAN A. CAMADO | ALS TEACHER I | NABUNTURAN CES- SPED CENTER |

Prepared by:


EDDIE JR. A. CABANSAG
Education Program Specialist II

Approved by:


PHOEBE GAY L. REFAMONTE, CESO VI
Schools Division Superintendent



124TH LABOR DAY JOB FAIR 2026



Friday

May 1, 2026



Time

08:00 AM - 5:00 PM



Assumption College
of Nabunturan

**DISENTENG TRABAHO PARA SA LAHAT:
IISANG HANGARIN, BAGONG PILIPINAS
SAMA-SAMANG MARARATING**

[HOTLINE: 1349](https://www.dole.gov.ph) [8527-3000](https://www.dole.gov.ph) www.dole.gov.ph [laborandemploymentph](https://www.facebook.com/laborandemploymentph) [dote_govph](https://www.instagram.com/dote_govph)



RDU CHECKER

QUALIFICATIONS

- Female
- At least college level or a graduate of 4 year course in any field
- Generally, at least 5 months or 1 year of working experience in warehouse management
- Knowledgeable in MS applications and familiar with inventory systems
- Experience in filing and processing purchase orders, gate passes, and in some cases, using point of sales systems
- attention to details



PLACE OF ASSIGNMENT: GAISANO MALL OF TAGUM

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ADMIN ASSISTANT

QUALIFICATIONS

- Male/Gay
- 23 years old and above
- Can deliver clear, professional, and timely announcements regarding mall events, promos, or lost and found
- Bachelor's degree in Business Administration, Communications, Marketing, or a related field
- Experience in a call center, front desk, receptionist, or customer service role is highly preferred
- Proficiency in Microsoft Office (Excel, Word) and basic computer literacy
- Willingness to work weekends, holidays, and extended hours as needed for mall operations



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FIXED ASSET ASSISTANT

Department: **FINANCE**

- Support the management and monitoring of company fixed assets to ensure accurate recording and compliance

KEY RESPONSIBILITIES:

- Assist in maintaining fixed asset records and inventory
- Monitor asset movements, transfers, and disposals
- Prepare and update asset reports and documentation
- Coordinate with departments for asset verification

- Ensure accuracy and completeness of asset data

QUALIFICATIONS:

- Bachelor's Degree in Accountancy, Finance, or related field
- With experience in fixed asset accounting is an advantage
- Proficient in Microsoft Excel and basic accounting systems
- Detail-oriented and organized
- With good coordination and communication skills
- Must have a valid driver's license and able to drive a motorcycle



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MECHANIC

Department: **SURFACE LIGHT & HEAVY EQUIPMENT**

- Perform maintenance and repair of equipment to ensure efficient and reliable operations.

KEY RESPONSIBILITIES:

- Conduct preventive maintenance and troubleshooting
- Repair and overhaul mechanical equipment
- Inspect equipment and identify issues
- Maintain tools and work area
- Follow safety standards and procedures

QUALIFICATIONS:

- At least High School Graduate or relevant technical/vocational course
- With experience in mechanical repair is an advantage
- Knowledgeable in mechanical systems and tools
- Physically fit and willing to work on-site
- Reliable and detail-oriented



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FACTORY WORKER

QUALIFICATIONS

- Male & Female
- Elem, SHS Grad, HS Grad or levels (college level is welcome to apply)
- Must be a physically fit
- Has a good moral character
- Willing to relocate in Mahayag, Bunawan District, Davao City



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CONSTRUCTION WORKER (LABORER)

QUALIFICATIONS

- At least (3) years of experience as Laborer
- With or without experience
with free accommodations



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PARTS AND BILLING ANALYST

Department: **UNDERGROUND MECHANICAL**

- Support maintenance operations by managing parts inventory and processing accurate billing and cost records.

KEY RESPONSIBILITIES:

- Monitor and record issuance and usage of maintenance parts
- Prepare and process billing, cost reports, and documentation
- Coordinate with warehouse and maintenance teams for parts availability
- Ensure accuracy of inventory and billing records

- Track and analyze parts consumption and maintenance costs
- Maintain organized records and reports

QUALIFICATIONS:

- Bachelor's Degree in Engineering, Accounting, or related field
- With experience in inventory, billing, or maintenance support is an advantage
- Proficient in Microsoft Excel and data management
- Detail-oriented with strong analytical skills
- Good coordination and communication abilities



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SALES ASSOCIATE

QUALIFICATIONS:

- At least High School or Grade 10 Graduate.
- No work experience required (sales/frontline experience is a plus)

JOB DESCRIPTION:

- Actively selling and promoting HC products for retail clients at POS.

PERKS YOU'LL ENJOY:

- Full-time Employment
- Direct and Regular Employment
- Wellness Leave
- Birthday Leave
- Performance Bonus
- HMO after 3 months of Employment.



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ACCOUNTING STAFF

QUALIFICATIONS

- Bachelor's degree in Accountancy, Finance, or a related field
- At least 1 year of experience in an accounting role OR a Fresh graduate
- Proficiency in MS Excel (VLOOKUPS, Pivot Tables).
- Familiarity with accounting software (e.g., QuickBooks, SAP, Xero) is a plus
- High level of integrity, keen eye for detail, and the ability to meet strict deadlines
- Willing to relocate at Mahayag, Bunawan, Davao City
- Fresh graduates are welcome to apply



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INVENTORY SPECIALIST

QUALIFICATIONS

- Graduate of any 4-year course
- At least months of work-related experience in inventory



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POWER TRADER

Department: **POWER DISTRIBUTION & SURFACE**

- Support power trading activities to ensure efficient and reliable energy supply.

KEY RESPONSIBILITIES:

- Monitor market prices and demand-supply conditions
- Execute electricity trading transactions
- Analyze data and prepare reports and forecasts
- Coordinate with operations for load scheduling
- Ensure compliance with market regulations

QUALIFICATIONS:

- Must be a Licensed Electrical Engineer
- Experience in power trading or energy sector is an advantage
- Proficient in Excel and data analysis
- Analytical, detail-oriented, and with good coordination skills



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HR STAFF

QUALIFICATIONS

- Bachelor's degree in Psychology, BSBA-HR or a related field
- At least 1 year of experience in Recruitment role
- Proficiency in MS Word and Excel
- Average knowledge on editing using (CANVA, ADOBE, or any editing platform)
- High level of integrity, keen eye for detail, and the ability to meet strict deadlines
- Willing to relocate at Mahayag, Bunawan, Davao City



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AUTOMECHANIC PERSONNEL/ WELDER

QUALIFICATIONS

- Ability to repair the vehicle's mechanical components, diagnosing problems with cars/ trucks and performing maintenance work on them as well
- Willing to travel frequently
- Knowledgeable in Auto Mechanic Electrician/Welding works and with experience is an advantage



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SURVEY ASSISTANT

Department: **MINE PLANNING AND ENGINEERING**

- Assist in field survey activities by supporting measurements, equipment handling, and data collection to ensure accurate project implementation.

KEY RESPONSIBILITIES:

- Assist in field surveys, staking, and data gathering
- Carry and set up survey instruments (Total Station, GPS, Levels)
- Support establishment of control points and markers
- Record and organize field data and survey notes

- Coordinate with the survey team on daily activities
- Follow safety standards and site procedures

QUALIFICATIONS:

- At least High School Graduate or relevant vocational course
- With or without experience in survey works
- Familiarity with survey tools is an advantage
- Physically fit and willing to work on-site
- Reliable, detail-oriented, and a team player



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ASST. FACTORY IN-CHARGE

QUALIFICATIONS

- Female
- At least 1-2 years of experience (preferably in warehousing)
- Detail oriented with pleasing personality
- Can work under-pressure
- Have a strong Leadership skills
- Excellence in communication (both in written and verbal)
- Willing to relocate in Bunawan District, Davao City



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ACCOUNTING ASSISTANT (COST)

Department: **FINANCE**

- Support cost monitoring and financial reporting for efficient operations.

KEY RESPONSIBILITIES:

- Assist in cost recording, monitoring, and analysis
- Prepare and maintain cost reports and documentation
- Validate and reconcile expenses and transactions
- Support inventory and cost control processes

- Ensure accuracy of data entries and financial records
- Coordinate with departments for cost-related concerns

QUALIFICATIONS:

- Bachelor's Degree in Accountancy, Accounting Technology, or related field
- With experience in cost accounting is an advantage
- Proficient in MS Excel and accounting systems
- Detail-oriented, analytical, and organized



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HOUSEKEEPING

QUALIFICATIONS

- Female or Male
- 20-35 year's old
- At least high school graduate
- With pleasing personality
- Strong communication skills
- Hardworking
- Flexible

PLACE OF ASSIGNMENT: GAISANO MALL OF TAGUM



DISENTENC TRABAHO PARA SA LAHAT:
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SURVEY LEADMAN

Department: **MINE PLANNING AND ENGINEERING**

- Support survey operations by assisting in field measurements, layout, and equipment handling to ensure accurate project implementation.

KEY RESPONSIBILITIES:

- Assist in field surveys, staking, and as-built measurements
- Operate and maintain survey instruments (Total Station, GPS, Levels)
- Support establishment of control points and survey markers

- Ensure accuracy of measurements under supervision
- Adhere to safety standards and procedures

QUALIFICATIONS:

- At least High School Graduate or relevant vocational course
- With experience in survey works (construction/mining preferred)
- Familiarity with survey instruments is an advantage
- Physically fit and willing to work on-site
- Reliable, detail-oriented, and a team player



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DRIVER

QUALIFICATIONS

- MALE
- SINGLE/MARRIED
- HIGH SCHOOL/VOCATIONAL OR COLLEGE
- CAN BE MULTI-TASKING
- DRIVER LICENCE CODE 123
- PHYSICALLY AND MENTALLY FIT TO DO WAREHOUSING TASK

PLACE OF ASSIGNMENT: ASIA GLASS MATI



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SAFETY OFFICER (UNDERGROUND)

Department: **SAFETY**

- Ensure safe underground operations by implementing and monitoring health and safety standards.

KEY RESPONSIBILITIES:

- Monitor compliance with safety policies and procedures underground
- Conduct safety inspections, audits, and hazard assessments
- Identify risks and recommend corrective actions
- Assist in incident investigations and reporting
- Conduct safety orientations and toolbox meetings

- Coordinate with operations and mine teams on safety matters

QUALIFICATIONS:

- Bachelor's Degree in Engineering, Occupational Safety, or related field
- With experience in underground mining or safety operations is an advantage
- Certified Safety Officer (e.g., BOSH/COSH) is an advantage
- Knowledgeable in safety regulations and risk assessment
- Physically fit and willing to work underground
- Strong observation, communication, and coordination skills



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STORE OPERATIONS MANAGEMENT TRAINEE

QUALIFICATIONS

- College Graduate
- 3 years total work experience, with 1 year as a supervisor in retail or any customer service-oriented establishment.
- Willing to be assigned anywhere in the Philippines.



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MASON

QUALIFICATIONS

- Male
- Can do mixing, cutting, and shaping materials
- Ensuring structural alignment with level and applying finishes while following strict safety, building code and quality standards
- At least high school graduate with experience and at least 5'6 height

PLACE OF ASSIGNMENT: GAISANO MALL OF TAGUM



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QUALITY CONTROL & QUALITY INSPECTOR

QUALIFICATIONS

- Male or Female
- College Graduate
- With or without experience
- With pleasing personality
- Fast learner
- Work Assignment: Mahayag, Bunawan, Davao City



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WAREHOUSE CHECKER

QUALIFICATIONS

- Female
- SHS Grad, HS Grad or College level is welcome to apply
- Keen to detail and organize
- Ability to work under pressure
- Willing to assign at Mahayag, Bunawan, Davao City



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MINER

Department: **MINE OPERATIONS**

- Support safe and efficient underground mining operations.

KEY RESPONSIBILITIES:

- Perform drilling, blasting support, and ore extraction activities
- Operate and assist in handling mining equipment and tools
- Install ground support (rock bolts, mesh, etc.)
- Ensure proper handling and transport of materials underground

- Maintain work area cleanliness and follow safety procedures
- Coordinate with team members for efficient operations

QUALIFICATIONS:

- At least High School Graduate (TESDA NC II is an advantage)
- With experience in underground mining or related work
- Physically fit and able to work in a mining environment
- Safety-conscious and team-oriented



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ASSISTANT STOREKEEPER

QUALIFICATIONS

- Male
- 18-35 year's old
- At least high school graduate
- With pleasing personality
- Strong communication skills

PLACE OF ASSIGNMENT: GAISANO MALL OF TAGUM



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MARKETING OFFICER/ MANAGEMENT TRAINEE

QUALIFICATIONS

- Graduate of any 4- year business related courses
- With good scholastic records.
- Belongs to the top 10 of the class is an advantage!
- With excellent communication skills both in written and oral
- Demonstrated leadership skills both in campus and community
- Proficient in MS Application (Word, Excel, PowerPoint)
- With sheer passion in sales
- Willing to travel frequently
- FRESH GRADUATES ARE WELCOME TO APPLY!



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MECHANICAL PERSONNEL/ AIRCON TECHNICIAN

QUALIFICATIONS

- At least 2 years in college or vocational graduate in mechanical related course
- Preferably a TESDA NC11 holder (RAC Refrigeration and Air - conditioning)
- Understands and interprets technical drawings and plans
- Basic knowledge in refrigeration and air - conditioning system.
- Can troubleshoot air-conditioning equipment



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OPEN POSITION

QUALIFICATIONS

- Male or Female
- Single
- Must be a college Graduate
- Open for opportunity
- Detail-oriented with pleasing personality
- Can work under pressure
- Willing to relocate within (Davao del Sur, Davao del Norte, Davao de Oro, and Davao Occidental)



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CUSTOMER ASSISTANT

QUALIFICATIONS

- Female or Male
- At least 18-28 year's old
- At least high school graduate
- With pleasing personality
- With good communication skills
- Applicants must be calm and composed especially in dealing concern with customer



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PLACE OF ASSIGNMENT: GAISANO MALL OF TAGUM

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WAREHOUSE AND DELIVERY CHECKERS

QUALIFICATIONS

- Must be honest, hardworking and can work independently in a time sensitive environment
- Willing to travel frequently



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PRODUCTION LINE CREW

QUALIFICATIONS

- Male or female
- Preferably a 2 year course graduate or college undergraduate
- Experience in manufacturing or in the baking industry an advantage
- No food allergies



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AUTOCAD OPERATOR

Department: **MINE PLANNING AND ENGINEERING**

- Support engineering and technical teams through accurate drafting and design.

KEY RESPONSIBILITIES:

- Prepare and revise technical drawings using AutoCAD
- Convert sketches and concepts into detailed plans
- Ensure accuracy and compliance with project specifications
- Maintain and organize drawing files and records

- Coordinate with engineers and project teams for updates
- Follow company standards and drafting guidelines

QUALIFICATIONS:

- Bachelor's Degree or Diploma in Engineering, Drafting
- Technology, or related field
- Proficient in AutoCAD (2D/3D)
- With experience in mining, construction, or engineering projects is an advantage
- Detail-oriented and organized



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OUTRIGHT PROMO

QUALIFICATIONS

- Female or Male
- 20-35 year's old
- At least high school graduate
- With a pleasing personality
- Strong communication skills
- Hardworking
- Flexible

PLACE OF ASSIGNMENT: GAISANO MALL OF TAGUM



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HUMAN RESOURCE ASSOCIATE

Department: **HUMAN RESOURCE ASSOCIATE**

- Support accurate timekeeping and payroll data management for efficient HR operations.

KEY RESPONSIBILITIES:

- Monitor and maintain employee attendance and time records
- Validate timekeeping data, overtime, and leave applications
- Prepare and submit timekeeping reports for payroll processing
- Coordinate with departments regarding attendance discrepancies

- Ensure accuracy and completeness of employee time data
- Maintain confidentiality of records and comply with HR policies

QUALIFICATIONS:

- Bachelor's Degree in Human Resource Management, Psychology, or related field
- With experience in timekeeping or payroll is an advantage
- Proficient in MS Excel and HR systems
- Detail-oriented, organized, and analytical



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ELECTRICAL PERSONNEL

QUALIFICATIONS

- At least 2 years in college or graduate of electrical related vocational course
- Preferably a TESDA NCII holder
- Understands and interprets technical drawings and plans
- Knowledgeable in testing and troubleshooting industrial motor control
- Knowledgeable in building wiring installation



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WAREHOUSE AND DELIVERY HELPERS

QUALIFICATIONS

- Must be honest, hardworking and can work independently in a time sensitive environment
- Willing to travel frequently



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CONSTRUCTION WORKER (SKILLED/MASON)

QUALIFICATIONS

- At least (3) years of experience (Skilled/Mason)
- At least (3) years of experience as Welder
- NCII Holder
- With or without experience *with free accommodations*



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DRIVER (6 WHEELER)

QUALIFICATIONS

- Male
- With driver's license (code: 123 or 1238)
- More than (2) years of delivery driver experience (Mindanao Area)
- With pleasing personality
- No pending violations and/or case
- Willing to relocate in Mahayag, Bunawan, Davao City



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- **COMPANY NURSE**
- **CUSTOMER ASSISTANT**
- **CLERK**
- **CASHIER**
- **BAGGERS**
- **TECHNICAL ASSISTANT**



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DATA ANALYST

QUALIFICATIONS

- Female
- Bachelor's degree in Information Technology (IT) or a related field
- At least 6 months of experience as data analyst
- Proficiency in MS Excel
- Willing to assign at Mahayag, Bunawan, Davao City



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SALES REPRESENTATIVE

QUALIFICATIONS

- With or without experience
- Must be honest, hardworking and can work independently in a time sensitive environment
- With good communication skills, and can be excellent in a team
- Can work with less supervision



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DRIVER

QUALIFICATIONS

- College or high school graduate
- With professional Driver's License Restrictions 1,2,3
- 10W/Forward Units



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SAFETY OFFICER (SURFACE)

Department: **SAFETY**

- Ensure safe underground operations by implementing and monitoring health and safety standards.

KEY RESPONSIBILITIES:

- Monitor compliance with safety policies and procedures underground
- Conduct safety inspections, audits, and hazard assessments
- Identify risks and recommend corrective actions
- Assist in incident investigations and reporting

- Conduct safety orientations and toolbox meetings
- Coordinate with operations and mine teams on safety matters

QUALIFICATIONS:

- Bachelor's Degree in Engineering, Occupational Safety, or related field
- With experience in underground mining or safety operations is an advantage
- Certified Safety Officer (e.g., BOSH/COSH) is an advantage
- Knowledgeable in safety regulations and risk assessment
- Physically fit and willing to work underground
- Strong observation, communication, and coordination skills



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GLASS INSTALLER

QUALIFICATIONS

- Male
- With experience installing and cutting glass
- Capability to lift heavy materials (30+ lbs), stand for long periods, and work in varied weather conditions
- Strong manual dexterity, proficiency with hand/power tools, and basic math for measurements.
- At least High School diploma

PLACE OF ASSIGNMENT: GAISANO MALL OF TAGUM



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OFFICE/AUDITOR STAFF

QUALIFICATIONS

- At least 2 years graduate of any course and computer literate
- Must be honest, hardworking and can work independently in a time sensitive environment.
- FRESH GRADUATES ARE WELCOME TO APPLY!
- Willing to be assigned in other cities aside from Davao



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TECHNICIAN

QUALIFICATIONS

- Male
- At least high school graduate
- Can do installing, maintaining, & repairing electrical components, lightning fixtures, conduits, and wiring systems
- Attention to details
- With at least TESDA NATIONAL CERTIFICATION (NCII) in electrical installation and maintenance.

PLACE OF ASSIGNMENT: GAISANO MALL OF TAGUM



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MARKETING PROFESSIONALS

QUALIFICATIONS

- Strong communication and interpersonal skills
- Knowledge of digital marketing is an advantage
- Selling skills are required
- College undergraduates and Fresh graduates are welcome to apply

PLACE OF ASSIGNMENT: ASIA GLASS MATI



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PLANNING ENGINEER

Department: **CONSTRUCTION**

- Support project delivery through effective planning, scheduling, and monitoring of civil works.

KEY RESPONSIBILITIES:

- Develop and update project schedules and work plans
- Monitor progress and prepare reports and forecasts
- Coordinate with project teams to track activities and timelines
- Identify potential delays and recommend corrective actions

- Ensure alignment with project plans and specifications

QUALIFICATIONS:

- Must be a Licensed Civil Engineer
- With Experience in planning or scheduling is an advantage
- Proficient in MS Project, Primavera, and Microsoft Office
- Experience in construction, mining, or engineering projects is an advantage
- Analytical, organized, and detail-oriented with good communication skills



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GEODEIC ENGINEER

Department: **MINE PLANNING AND ENGINEERING**

- Provide accurate surveying and geospatial support to ensure precise alignment and monitoring of tunnel boring operations.

KEY RESPONSIBILITIES:

- Conduct survey works for tunnel alignment and control points
- Perform set-out and as-built surveys for TBM operations
- Monitor ground movement, deformation, and settlement
- Prepare survey reports, maps, and documentation
- Coordinate with project teams for survey requirements

- Ensure compliance with project specifications and accuracy standards

QUALIFICATIONS:

- Must be a Licensed Geodetic Engineer
- With experience in tunneling, TBM, or underground works is an advantage
- Proficient in survey instruments (Total Station, GPS/GNSS, Levels)
- Experience in construction, mining, or infrastructure projects is an advantage
- Detail-oriented with strong analytical and coordination skills



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WAREHOUSE STOCKMAN

QUALIFICATIONS

- Male
- SHS Grad, HS Grad or levels
- Able to lift 25-30kls
- Have a good moral character
- Can work at Mahayag, Bunawan, Davao City



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CONSTRUCTION WORKER (WELDER)

QUALIFICATIONS

- At least (3) years of experience as Welder
- NCII Holder
- With or without experience
with free accommodations



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UNDERGROUND TIREMAN

Department: **UNDERGROUND MECHANICAL MAINTENANCE**

- Support safe and efficient maintenance of tires for heavy equipment and vehicles.

KEY RESPONSIBILITIES:

- Install, remove, and repair tires for heavy equipment and service vehicles
- Conduct routine inspection of tires for wear, damage, and safety compliance
- Perform tire inflation, balancing, and basic maintenance
- Ensure proper handling and storage of tires and tools

- Maintain cleanliness and orderliness of the work area
- Follow all safety procedures and standards

QUALIFICATIONS:

- High School Graduate or Vocational Course
- With experience in tire servicing or heavy equipment maintenance
- Physically fit and capable of handling manual tasks
- Safety-conscious and detail-oriented



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COUNTER ASSISTANT

QUALIFICATIONS

- Male
- 21 years old above
- At least high school graduate
- With pleasing personality
- Strong communication skills
- Can do proper bagging and boxing

PLACE OF ASSIGNMENT: GAISANO MALL OF TAGUM



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PARTS AND BILLING ANALYST

Department: **POWER GENERATION AND COMPRESSOR**

- Support power plant operations by maintaining and repairing mechanical equipment to ensure reliable performance.

KEY RESPONSIBILITIES:

- Perform maintenance and repair of mechanical equipment
- Conduct routine inspections and troubleshooting
- Assist in the installation and overhaul of machinery

- Ensure proper documentation of maintenance activities
- Follow safety standards and procedures

QUALIFICATIONS:

- At least High School Graduate or relevant technical/vocational course
- With experience in power plant or industrial equipment is an advantage
- Knowledgeable in mechanical systems and tools
- Physically fit and willing to work on-site
- Reliable and detail-oriented



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DRIVER (10 WHEELER)

QUALIFICATIONS

- Male
- With driver's license (code: 123 or 1238)
- More than (2) years of delivery driver experience (Mindanao Area)
- With pleasing personality
- No pending violations and/or case
- Willing to relocate in Mahayag, Bunawan, Davao City



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