

agency_abbrv	agency_name	title	description	at	ublicatio	location_or_url	disclosure	wner	r	date_released	pdate
Agency abbreviation	Name of agency (spelled out)	Title of the information	Description of the information	CSV, XLS, SHP, KML, TXT, PDF, DOC, etc.	Yes/No	Location of published information or URL for direct download	Whether the information is either of the following: - public : info can be disclosed for public consumption regardless of identity - exception : info is under the Exceptions List - internal : info only for agency consumption - with fee : info can be disclosed but with corresponding charges based on the agency's mandate/policies/business model - limited : info, upon verification of the requesting party's identity, can only be disclosed to specific person/s and/or entity/ies	Agency or office who originally owns the information	Unit responsible for the information	The date when the information was initially released (YYYY-MM-DD)	Daily, Annually, Biannually, Quarterly, Monthly
JHMC	John Hay Management Corporation	JHMC Citizen's Charter	This is the comprehensive guide of the JHMC's frontline services and process flows when obtaining regulatory permits from the Special Economic Zone Administration Department, the Office of the Building Official, the Environment and Asset Management Department, and for booking events at the Historical Core, including the appropriate fees and charges.	PDF	YES	https://www.jhmc.com.ph/wp-content/uploads/Citizens-Charter-Manual-1.pdf	PUBLIC	JHMC	Documents and Records Control Committee (DRCC)	2015-11-25	Annually
JHMC	John Hay Management Corporation	Operations Manual	The manual provides the functions and operations of the different Departments and Divisions of the John Hay Management Corporation. It is also a reference for relevant laws, issuances of Philippine Governmental Agencies, the Governance Commission for Government Owned or Controlled Corporations (GCG), the directives of the Bases Conversion and Development Authority (BCDA), and the policy statements of the JHMC Board of Directors, JHMC process flows, its rules and policies aligning operations with the its Vision, Mission and Core Values.	PDF	YES	https://www.jhmc.com.ph/wp-content/uploads/Operations-Manual-Part-1-and-2.pdf	INTERNAL	JHMC	Documents and Records Control Committee (DRCC)	2016/02/19	Annually
JHMC	John Hay Management Corporation	Quality Manual	This Quality Manual defines and clarifies policies, systems, and procedures to be adopted to implement and continuously improve the Quality Management System (QMS) of the JOHN HAY MANAGEMENT CORPORATION (JHMC).	PDF	YES	http://jhmc.com.ph/wp-content/uploads/JHMC-Quality-Manual-uncontrolled-copy.pdf	PUBLIC	JHMC	Documents and Records Control Committee (DRCC)	2016/05/23	Annually
JHMC	John Hay Management Corporation	Asset Disposition Manual	This Operational Procedure on Business Development has been established and documented to ensure a systematic process for the disposition of JHMC lands and assets for revenue generation.	PDF	NO	In the DRCC Archive	INTERNAL	JHMC	Documents and Records Control Committee (DRCC)	2016/10/24	Annually
JHMC	John Hay Management Corporation	Compendium of HR Policies	Compilation of all Human Resource related policies	PDF	NO	In the DRCC Archive	INTERNAL	JHMC	Documents and Records Control Committee (DRCC)	2016/06/21	Annually
JHMC	John Hay Management Corporation	DOLF Guidelines	Director's and Officers' Liability Fund (DOLF) Guidelines. JHMC shall provide DOLF coverage to any Corporate Director/Officer who is sued, made a party to or otherwise involved in any action, suit or proceeding filed against the Corporation by reason of his or their being or having acted as a Director/Officer of the Corporation.	PDF	NO	In the DRCC Archive	INTERNAL	JHMC	Documents and Records Control Committee (DRCC)	2015/01/11	Annually

JHMC	John Hay Management Corporation	Financial Management System Handbook	Financial Management involves budgeting, accounting and financial reporting, cash management and, Internal Control in relation to the John Hay Management performance in delivering its Major Final Outputs and attaining its Goals and Objectives	PDF	NO	In the DRCC Archive	INTERNAL	JHMC	Documents and Records Control Committee (DRCC)	2014/06/09	Annually
JHMC	John Hay Management Corporation	Internal Audit Charter 2016-2019	The Internal Audit Charter was developed to serve as a guide in the activities of John Hay Management Corporations' Internal Audit Office. It helps stakeholders understand the basic functions of the Internal Audit Office within JHMC	PDF	NO	In the DRCC Archive	INTERNAL	JHMC	Documents and Records Control Committee (DRCC)	2015/11/23	Annually
JHMC	John Hay Management Corporation	Personnel Manual	This covers the Qualification Standard of JHMC Plantilla Positions	PDF	NO	In the DRCC Archive	PUBLIC	JHMC	Documents and Records Control Committee (DRCC)	2016/05/23	Annually
JHMC	John Hay Management Corporation	Hiring of Fixed-Term or Project-Based Personnel	This policy covers the hiring of fixed-term or a project-based personnel. These personnel provide assistance in the implementation of JHMC's plans and programs as well as for specific undertakings due to the following: (1) an undermanned division or department; (2) technical expertise beyond the capability of a JHMC personnel; or (3) to act as reliever of a personnel who is on approved leave or official business	PDF	NO	In the DRCC Archive	INTERNAL	JHMC	Documents and Records Control Committee (DRCC)	2016/05/16	Annually
JHMC	John Hay Management Corporation	Policy on the Breastfeeding Promotion in the Work Place	JHMC encourages, protects and supports the practice of breastfeeding in the workplace. The policy provides specific measures / opportunities for mothers who wishes to express their milk or breastfeed their infant or young child.	PDF	NO	In the DRCC Archive	PUBLIC	JHMC	Documents and Records Control Committee (DRCC)	2016/09/12	Annually
JHMC	John Hay Management Corporation	Policy on the Use of JHMC Motor Vehicles	This policy covers the use of JHMC Motor Vehicles. It is founded on the principle that all JHMC employees are required to protect and conserve government properties and refrain from using or allowing the same for purposes other than those authorized by the corporation in accordance with laws, rules and regulations.	PDF	NO	In the DRCC Archive	INTERNAL	JHMC	Documents and Records Control Committee (DRCC)	2016/10/24	Annually
JHMC	John Hay Management Corporation	Policy on Travel Time	This policy aims to promote cost-cutting measures and to reduce the government expenses.	PDF	NO	In the DRCC Archive	INTERNAL	JHMC	Documents and Records Control Committee (DRCC)	2016/09/12	Annually
JHMC	John Hay Management Corporation	Policy Guidelines and Procedures, Tree Pruning, and Tree Earthballing including Custody and Disposition of Wood within the JHSEZ and JHRA	The Policy Guidelines are hereby established to manage and regulate tree cutting, pruning and earthballing and other relative activities within the JHSEZ 1 & JHRA	PDF	NO	In the DRCC Archive	INTERNAL	JHMC	Documents and Records Control Committee (DRCC)	2018-02-01	Annually

JHMC	John Hay Management Corporation	Policy on the Increase of Forestry Administrative Fees, Charges and Penalties within The JHSEZ and JHRA	Increase of Forestry Administrative Fees, Charges and Penalties within The JHSEZ and JHRA	PDF	NO	In the DRCC Archive	INTERNAL	JHMC	Documents and Records Control Committee (DRCC)	2018-06-25	Annually
JHMC	John Hay Management Corporation	Policy on Meals and Snacks	This Policy covers proper planning of activities and meetings with meals	PDF	NO	In the DRCC Archive	INTERNAL	JHMC	Documents and Records Control Committee	2017-07-10	Annually
JHMC	John Hay Management Corporation	Internal Guidelines for Property Plant Repaires and Maintenance under GSD	This guideline outlines the practices to be adopted for controlling environmental impacts of GSD activities under the scope covered by the EMS.	PDF	NO	In the DRCC Archive	INTERNAL	JHMC	Documents and Records Control Committee (DRCC)	2018-08-06	Annually
JHMC	John Hay Management Corporation	Policy on provision and appropriate usage of corproate mobile postpaid lines, mobile prepaid cards and landlines	This policy has been established to ensure consistency in providing mobile communication devices with corporate mobile postpaid line subscriptions, mobile prepaid cards and landlines to its key employees to enable them to efficiently discharge their duties and responsibilities, in the most efficient manner and most reasonable cost.	PDF	NO	In the DRCC Archive	INTERNAL	JHMC	Documents and Records Control Committee (DRCC)	2018-02-26	Annually
JHMC	John Hay Management Corporation	Policy on the Code of Discipline	Policy on the Code of Discipline	PDF	NO	In the DRCC Archive	INTERNAL	JHMC	Documents and Records Control Committee	2018-03-16	Annually
JHMC	John Hay Management Corporation	Freedom of Information Manual	This Manual aims to standardize the procedures in requesting for information and the procedures undertaken by the John Hay Management Corporation (JHMC) in processing the said request in accordance with E.O. No. 02, s. 2016.	PDF	NO	In the DRCC Archive	INTERNAL	JHMC	Documents and Records Control Committee (DRCC)	2017-10-09	Annually
JHMC	John Hay Management Corporation	Policy on Whistleblowing	It is the policy of the John Hay Management Corporation (JHMC) to promote transparency, responsibility and accountability in administering and managing the Camp John Hay Reservation Area (CJRA) and Camp John Hay Special Economic Zone (CJSEZ) with utmost degree of integrity, loyalty, professionalism and efficiency to achieve its mandate as a government-owned-and controlled corporation and serve	PDF	NO	In the DRCC Archive	INTERNAL	JHMC	Documents and Records Control Committee (DRCC)	2017-11-07	Annually
JHMC	John Hay Management Corporation	Electronic Messaging Policy	This policy outlines the minimum requirements in using the JHMC electronic messaging system.	PDF	NO	In the DRCC Archive	INTERNAL	JHMC	Documents and Records Control Committee	2018-04-23	Annually
JHMC	John Hay Management Corporation	Policy on Construction Environment Management	Policy to ensure that construction-related impacts, such as dust, noise, solid wastes, and hazardous wastes are mitigated.	PDF	NO	In the DRCC Archive	INTERNAL	JHMC	Documents and Records Control Committee (DRCC)	2018-08-20	Annually

JHMC	John Hay Management Corporation	Policy on Smoke-Free Workplace	Policy on Smoke-Free Workplace	PDF	NO	In the DRCC Archive	INTERNAL	JHMC	Documents and Records Control Committee	2018-08-06	Annually
JHMC	John Hay Management Corporation	Environmental Management System (EMS) Manual	Environmental Management System (EMS) Manual	PDF	NO	In the DRCC Archive	INTERNAL	JHMC	Documents and Records Control Committee (DRCC)	2018-09-24	Annually

Prepared by:

ZYRELLE A. DEL PRADO
FOI Receiving Officer

MARK JASON B. ADVIENTO
FOI Receiving Officer

Certified Correct:

ALLAN R. GARCIA
President and CEO