

[NOV-041119-13](#)

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 a **PROCUREMENT CLERK (Fixed Term)**

DUTIES AND RESPONSIBILITIES

- a. Assist the Procurement Officer in monitoring ALL approved Purchase Requests (PRs) transmitted to the GSD-Procurement Unit through the continuous update of the PR Tracer which is a vital monitoring tool for the preparation of JHMC's Procurement Monitoring Report (PMR) and Agency Procurement Compliance and Performance Indicator (APCPI) in compliance with the requirements of AO 25 for Performance-Based Bonus (PBB) grants;
- b. Assist the Procurement Officer in the regular updating of JHMC's Registry of Eligible Suppliers, more importantly in ensuring the updated eligibility requirements of ALL Suppliers that JHMC conducts business with, in compliance with the guidelines set forth in the Government Procurement Law or the R.A. 9184 and its 2016 Revised Implementing Rules and Regulations (RIRR);
- c. Assist the Procurement Officer in the preparation of Job Orders (JO) and Purchase Orders (PO) of all successful procurements of JHMC that have undergone the processes of the Bids and Awards Committee (BAC), including the completion of required procurement documents and attachments (e.g. Board Resolutions or Secretary's Certificate of the approval of the Head of Procuring Entity or HOPE of the BAC Resolutions Recommending Award to various Suppliers);
- d. Routing of the JO or PO for budget availability and approval, and then forwarding the same to winning Bidder/s or Supplier/s for 'conforme';
- e. Official transmittal of the duly signed JO or PO to the GSD-Property Unit for the delivery of procured goods and services;
- f. Assist the Procurement Officer in the preparation of required reports and transmittals to the Commission on Audit (COA), Governance Commission for GOCCs (GCG) and other government instrumentalities:
 - Copies of JO, PO and Contracts of ALL successful procurements of JHMC within five (5) days upon signing;
 - Submission of duly approved APP, APP-CUSE, List of Suppliers, PMRs, APCPIs, and other required documents as may be requested;
- g. Systematic filing of procurement documents and other procurement-related files;
- h. Assist the ASD Manager in terms of service of papers and correspondences; and,
- i. To perform other official tasks as may be assigned from time to time.

QUALIFICATION STANDARDS

Education	Bachelor's Degree relevant to the job
Experience	Relevant experience in processing government transactions is an advantage.
Training	Relevant trainings (16 hours)
Other Requirement	Knowledge in Microsoft Word, Excel, PowerPoint, Basic Computer Operations, and Good Communication Skills

All interested applicants are requested to submit their Application Letter and Comprehensive Resume with ID Picture indicating the position/s you are applying for on or before **30 April 2019** to:

THE SELECTION COMMITTEE

Attention: **Mr. Danny B. Latawan**, HR Manager
John Hay Management Corporation
Cottage 624, John Hay Special Economic Zone
Camp John Hay, Baguio City
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