

Approved by:  
**ALLAN RAZON GARCIA**  
President and CEO

**EXTERNAL POSTING:**

Attention: **Mr. Danny B. Latawan**, HR Manager  
John Hay Management Corporation  
Cottage 624, John Hay Special Economic Zone  
Camp John Hay, Baguio City  
Telephone No. (074) 444-5823  
Or email us at: [mgmt@jhmc.com.ph](mailto:mgmt@jhmc.com.ph)  
Visit our website at: [www.jhmc.com.ph](http://www.jhmc.com.ph)

**THE SELECTION COMMITTEE**

All interested applicants are requested to submit their Application Letter, Transcript of Records, NBI Clearance and Comprehensive Resume with ID Picture indicating the position/s you are applying for on or before **21 January 2019** to:

Education	Bachelor's degree relevant to the job
Experience	at least 1 year of relevant experience in government procurement
Other Requirement	Knowledgeable in R.A. 9184

**QUALIFICATION STANDARDS**

1. Provide administrative support to the BAC and the TWG;
2. Organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
3. Assist in drafting the minutes of meetings and resolutions of the BAC;
4. Take initial custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented;
5. Assist in managing the sale and distribution of Bidding Documents to interested bidders;
6. Assist in the advertisement and/or post bidding opportunities, including Bidding Documents, and notices of awards;
7. Assist in managing the procurement processes;
8. Assist in monitoring procurement activities and milestones for proper reporting to relevant agencies when required; and
9. Assist in the consolidation of PMPs from various units of the Procuring Entity to make them available for review as indicated in Section 7 of this IRR and prepare the APP.

**DUTIES AND RESPONSIBILITIES**

Our company is in need of a **Bids and Awards (BAC) Assistant (Fixed-term)**  
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.

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