

John Hay Management Corporation (JHMC), a member of the Bases Conversion and Development Authority (BCDA) is the estate manager of the Camp John Hay Reservation containing an area of 625 hectare more or less.

JHMC is in need of the following:

**CORPORATE PLANNING STAFF (1)**

**Status of employment:** Fixed-term

**JOB SUMMARY:**

*Responsible for providing clerical services in the day to day operations of the Corporate Planning Unit.*

**GENERAL DUTIES AND RESPONSIBILITIES:**

1. Conducts monthly inventory of the contents of JHMC website (Corporate Governance Scorecard, Good Governance Conditions and Transparency Seal) and prepares report for evaluation purposes;
2. Assists in the monitoring of compliance of the JHMC of the various requirements prescribed by the GCG and other government agencies;
3. Provides overall coordination and assistance in the day to day operations of the Corporate Planning Unit;
4. Takes charge of the requisition of office supplies, materials and equipment for the unit.
5. Assist in the reproduction of materials for the various planning materials.
6. Maintains a systematic file of all official document
7. Performs other function from time to time.

**QUALIFICATION STANDARDS:**

- Education** : Any Bachelor's Degree relevant to the job  
**Experience** : No work experience required (entry level)  
**Skills** : Must be a computer literate (Knowledgeable in Microsoft Word, Excel and Powerpoint)

All interested applicants are requested to submit their **Application Letter** indicating the position/s you are applying for, **Transcript of Records, and NBI Clearance, and Comprehensive Resume with ID Picture**, on or before **02 May 2017** to:

**THE SELECTION COMMITTEE**

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

Approved for External Posting by:

**Mr. Allan R. Garcia**  
President and CEO

John Hay Management Corporation

a member of the BCDA Group



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