

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:

**DATA GATHERER/FIELD INTERVIEWER (1)**

**Status of employment:** Project-Based

**GENERAL DUTIES AND RESPONSIBILITIES:**

1. *Initial review/validation of the documentary requirements gathered during the Census and Tagging 2015-2016 to come-up with the final list of potential beneficiaries for recommendation to the JHMC-Board of Directors primarily for Barangay Hillside, Upper Dagsian, Country Club Village;*
2. *Collation of statistical data obtained from the Barangays covered by the Census and Tagging Activities such as Hillside, Upper Dagsian, Country Club Village, including portion of Sta. Scholastica, portion of Outlook Drive, Portion of Lucnab, portion of Greenwater Village*
3. *Generation of final report for Barangay Hillside, Upper Dagsian, Greenwater Village, portion of Sta. Scholastica, portion of Outlook Drive and portion of Lucnab*
4. *Maintain Accurate Records of interview, safeguarding the confidentiality of documents as necessary*

**QUALIFICATION STANDARDS:**

**Education** : Any Bachelor Degree relevant to the job

**Experience** : No work experience required (entry level)


**Skills** : Must be a computer literate and can speak and understand local dialect

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  
Or email us at: [jobs@jhmc.com.ph](mailto:jobs@jhmc.com.ph)  
[danny.latawan@jhmc.com.ph](mailto:danny.latawan@jhmc.com.ph)  
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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