

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:

Status of Employment: Fixed-term

1. DRIVER (1)

GENERAL DUTIES AND RESPONSIBILITIES

1. To drive JHMC employees and other authorized passengers on official trips as scheduled.
2. Prepare trip ticket and or gas slip relative to official trips.
3. Perform preventive maintenance and submit a weekly report with recommendation relative to maintenance of motor vehicle assigned to him.
4. Conduct basis repairs on the official motor vehicles.
5. Perform other related functions assigned from time to time.

QUALIFICATION STANDARDS:

Education: Vocational course relevant to the job

Skills/Experience: Must be a Professional Driver's License holder, Auto Mechanic

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
danny.latawan@jhmc.com.ph
Visit our website at: 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



HRD-ADS-2017-12