

Reference No: *HRSD-ADS-2018-12*

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.

JHMC is in need of **Human Resource Clerk (Fixed-term Employment Status)**

**JOB SUMMARY:**

Oversees the Human Resource Information System (HRIS); handles all compensation and benefits related entitlements and process the same; prepares monthly leave attendance monitoring reports; and assists the Human Resource Services Division (HRSD) Manager.

**GENERAL DUTIES AND RESPONSIBILITIES:**

1. Generate periodic Daily Time Record (DTR) of all personnel in preparation for the payroll cut-off and validates the same.
2. Prepare and process payroll and other benefits.
3. Prepares mandatory periodic reports and/ or remittances to government agencies (HDMF, SSS, PHIC and other agencies).
4. Monitors and update loan ledgers.
5. Handles monthly attendance monitoring report which includes, but not limited to, leave credits and leave privileges, tardiness and undertime, official business and travel, change of work schedule and the submission of DTRs.
6. Monitors and updates leave ledgers.
7. Provide summary of step increments for the ensuing year every 27<sup>th</sup> day of December.
8. Prepare and formulate a summary of payroll and other benefits issued for the current year in preparation for annual income tax to be validated by the Finance Services Department.
9. Update masterlist of personnel and other reports as directed by the HRSD Manager.
10. Check on the completeness of documents being submitted to the HRD.
11. Assist in updating the profile of officers and employees of JHMC and in maintaining a systematic filing of all HR documents.
12. Assists the Human Resource Services Division Manager.
13. Performs other functions assigned from time to time.

**QUALIFICATION STANDARDS:**

<b>Education</b>	Bachelor's Degree relevant to the job
<b>Experience</b>	2 years of relevant experience relating to compensation and benefits.
<b>Training</b>	8 hours of relevant training
<b>Other Requirement</b>	Knowledgeable in Office Software Application ( <i>MS Excel</i> )

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 **10 July 2018** to:

**THE SELECTION COMMITTEE**

Attention: **Mr. Danny B. Latawan**, HR Manager  
JHMC Office, Cottage 624, John Hay Special Economic Zone  
Camp John Hay, Baguio City  
Telephone No. (074) 444-5823  
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