

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:

**Office of the Corporate Secretary (OCS) Clerk**

**Status of Employment:** Fixed-term

## GENERAL DUTIES AND RESPONSIBILITIES:

1. Files, scans and inventories all the documents and records maintained by the Office of the Corporate Secretary.
2. Assists in the collation and reproduction of Board and Committee materials.
3. Attends and assists during Board and Committee meetings.
4. Assists in the preparation of payments of expenses of the Office of the Corporate Secretary and Board of Directors.

## QUALIFICATION STANDARDS:

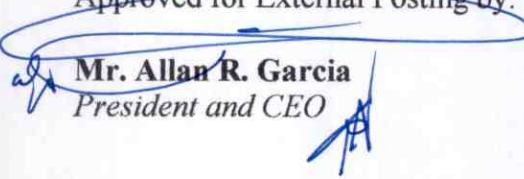
- Education** : Bachelor of Business/Public Administration,  
or other relevant fields of study
- Experience** : at least six (6) months of relevant experience
- Skills** : Must be a computer literate

All interested applicants are requested to submit their **Application Letter** indicating the position/s you are applying for, **Diploma, Transcript of Records, NBI Clearance, and Comprehensive Resume with ID Picture**, on or before **24 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**

