

NOV-010820-02

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.

Our company is in need of a **RECORDS CLERK, JL 6 (461.76/day)**  
Status of Employment: **Fixed Term Employment**

**DUTIES AND RESPONSIBILITIES**

1. *Received and reproduce photocopies of document as requested.*
2. *Perform binding services.*
3. *Perform operation and routine maintenance of machine and its supplies to ensure continuous performance or use.*
4. *Monitor and submit a monthly report of the nature/type and number of services requested including data of documents reproduced.*
5. *Change or replace toner cartridges.*
6. *Render overtime work, as the need arises, subject to the necessary approvals.*
7. *Performs other functions that may be assigned from time to time.*

**QUALIFICATION STANDARDS**

Education	High School Graduate
Skills Required	Knowledgeable in operating a photocopier and binding machine.

All interested applicants are requested to submit their Application Letter and Comprehensive Resume with ID Picture indicating the position/s you are applying for on or before **JAN 16 2020** to:

**THE SELECTION COMMITTEE**  
Attention: **Mr. Danny B. Latawan**, HR 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: [mgmt@jhmc.com.ph](mailto:mgmt@jhmc.com.ph)  
Visit our website at: [www.jhmc.com.ph](http://www.jhmc.com.ph)

**EXTERNAL POSTING:**

Approved by:

  
**ALLAN RAZON GARCIA**  
President and CEO