

[NOV-012921-05](#)

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 **PROJECT RESEARCHER, PhP 833.04/day**
Status: Project-based Employee (Contractual)

DUTIES AND RESPONSIBILITIES

1. *Conduct research for the preparation of disposition policies, guidelines and pricing scheme and mode of payment for the segregation of for the Barangay Segregation Program for the portion of the following BCDA Untitled Property within the John Hay Special Economic Zone and John Hay Reservation Area:*
 - a. *portion of Country Club Village, b. portion of Sta. Escolastica*
2. *Coordinate with concerned government agencies relative to the projects and activities of the Barangay Segregation Program.*
3. *Conducts on-ground data/documents gathering from the identified structure owners subject of the Segregation Program particularly at Barangay Greenwater Village, Upper Dagsian, Country Club Village; portion of Sta. Escolastica, and portion of Lucnab.*
4. *To transcribe recorded audio meetings; draft resolutions, letters and notices of the Scout Barrio Housing Project.*
5. *Review compliance of documents necessary in the transfer of title before release of the Transfer Certificate of Title.*
6. *Identify appropriate laws, judicial decisions, legal articles and provide recommendation of SBHP issues for EXECOM approval.*
7. *Maintain a proper filing and document control system for recording and tracking of all documents and activities for the project.*
8. *Assist appointments for mediation of the Awards and Arbitration (AAC) Chairman regarding SBHP Beneficiary disputes.*
9. *Manage official documents of the SBHP.*
10. *Work closely with the Land and Asset Management Officer in the monitoring of timeline of activities for the project*
11. *Performs other tasks as assigned from time to time.*

QUALIFICATION STANDARDS

Education	Preferably graduate of Social Science
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 and Comprehensive Resume with ID Picture indicating the position/s you are applying for on or before **05 February 2021** to:

THE SELECTION COMMITTEE

Attention: **Mr. Danny B. Latawan**, HR Manager
John Hay Management Corporation

JHMC Office (former AIM Building), John Hay Special Economic Zone, Camp John Hay, Baguio City

Telephone No. (074) 444-5823 or email us at: mgmt@jhmc.com.ph

Visit our website at: www.jhmc.com.ph

Approved by:



ALLAN RAZON GARCIA 31-JAN-2021
OPCEO-0192
President and CEO