

[NOV-070921-21](#)

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 **CPU Staff, JL 7 PhP 554.15/day**
Status: Fixed – Term (until December 2021)

DUTIES AND RESPONSIBILITIES

- 1. Assists in the validation of the submitted report for the Performance Evaluation Scorecard (PES) of JHMC.*
- 2. Assists in the monitoring of compliance of the JHMC of the various requirements prescribed by the GCG and other government agencies.*
- 3. Provides overall coordination and assistance in the day-to-day operations of the Corporate Planning Unit (CPU)*
- 4. Provides administrative support to the CPU*
- 5. Maintains a systematic file of all official documents*
- 6. Perform other related functions as may be assigned from time to time.*

QUALIFICATION STANDARDS

Education	Bachelor's Degree relevant to the job
Skills	Computer literate (knowledgeable in Microsoft Applications: Word, excel and powerpoint)

All interested applicants are requested to submit their **Application Letter and Comprehensive Resume with Photo in PDF File (do not submit other documents not being requested) through our official email address** indicating the position/s you are applying for on or before **14 JULY 2021** 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

Email us at: mgmt@jhmc.com.ph or visit our website at: www.jhmc.com.ph

NOTE: incomplete requirements will not be entertained

EXTERNAL POSTING:

Approved by:



ALLAN RAZON GARCIA 09-JUL-2021
OPCEO-1216
President and CEO