

[NOV-060523-016](#)

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 **CORPORATE PLANNING STAFF**

Salary: Job Level 8 PhP 678.20/day

Status: Fixed-Term

DUTIES AND RESPONSIBILITIES

1. Assists in the timely validation of the submitted reports for the Performance Evaluation Scorecard (PES) of John Hay Management Corporation (JHMC) with the Governance Commission for Government Owned and Controlled Corporation (GCG).
2. Assists in the preparation of appropriate monitoring tool for each assigned Strategic Measure and provides monthly update based on the result of the validation in a timely manner.
3. Assists in the collation of the supporting documents for the timely submission to the GCG of the Quarterly Performance Scorecard Monitoring Reports.
4. Assists in the validation of the Office Performance Commitment and Review (OPCR) Forms of various offices of the JHMC in accordance with the Strategic Performance Management System (SPMS).
5. Assists the Performance Management Team (PMT) Secretariat/Corporate Planning Unit (CPU) in the facilitation of the Performance Conference and PMT Meetings in accordance with the SPMS.
6. Assists in the monitoring of compliance of the JHMC of the various requirements prescribed by the GCG and other oversight government agencies (e.g. AO 25 IATF, ARTA, COA).
7. Assists in providing overall coordination and assistance in the day-to-day operations of the Corporate Planning Unit (CPU).
8. Assists on providing administrative support to the CPU.
9. Assists in the maintaining a systematic file of all official documents.
10. Perform other related functions as may be assigned from time to time.

QUALIFICATION STANDARDS

Education	Bachelor's Degree in Office Administration or Management/Business Administration or Management Information Technology or Sciences/Public Administration/Economics/Statistics
Skills	Knowledgeable in Microsoft (MS) Word, Excel, Powerpoint and various Google Tools

All interested applicants are requested to submit their **Application Letter, Personal Data Sheet (CSC Downloadable form) with Photo and Transcript of Records in PDF File (do not submit other documents not being requested) through our official email address** indicating the position you are applying for as the subject on or before **10 June 2023 to:**

THE SELECTION COMMITTEE

Attention: **Mr. Danny B. Latawan**, HR Manager

John Hay Management Corporation, 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

EXTERNAL POSTING:

Approved by:



ALLAN RAZON GARCIA

05-JUN-2023
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President and CEO