

NOV-092023-033

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 **PROCUREMENT ASSISTANT**  
**Salary: Job Level 8, PhP 678.20/day**  
**Status: Fixed – term Employment**

### DUTIES AND RESPONSIBILITIES

1. To assist the Procurement Officer in monitoring ALL approved Purchase Requests (PRs) transmitted to the GSD-Procurement Unit through the continuous update of the PR tracer which is vital monitoring tool for the preparation of JHMC's Procurement Monitoring Report (PMR) and Agency Procurement Compliance and Performance Indicator (APCPI) in compliance with the requirements of AO 25 for Performance - Based Bonus (PBB) grants;
2. To assist the Procurement Officer in the regular updating of the JHMC's Registry of Eligible Suppliers, more importantly in ensuring the updated eligibility requirements of ALL suppliers that JHMC conducts business with, in compliance with the guidelines set forth in the Government Procurement Law of the RA 9184 and its 2016 Revised Implementing Rules and Regulations (RIRR);
3. To assist the Procurement Officer in the preparation of Job Orders (JOs) and Purchase Orders (POs) of all successful procurements of JHMC that have undergone the process of the Bids and Awards Committee, including the completion of the required procurement documents and attachments (e.g. Board Resolutions or Secretary's Certificate of the approval of the Head of Procuring Entity or HOPE of the BAC Resolutions Recommending Award to various Suppliers;
4. Routing of the JO or PO for budget availability and approval, and then forwarding the same to winning Bidder/s or Supplier/s for conforme;
5. Official transmittal of the duly signed JO or PO to the GSD-Property Unit for the delivery of procured goods and services;
  - a. Assist the Procurement Officer in the preparation of required reports and transmittals to the Commission on Audit (COA), Governance Commission for GOCCs (GCG) and other government instrumentalities;
  - b. Copies of JO, PO and Contracts of ALL successful procurements of JHMC within five (5) days upon signing;
  - c. Submission of duly approved APP, APP-CUSE, List of Suppliers, PMRs, APCPIs, and other required documents as may be requested;
6. Systematic filing of procurement documents and other procurement-related files;
7. To assist the ASD Manager in terms of service of papers and correspondences and;
8. Perform other related tasks that may be assigned from time to time.

### QUALIFICATION STANDARDS

Education	Graduate of Accounting, Business Management, Social Sciences or related field
Other Requirement	Possessed prior experience in processing government procurement transactions Proficient in MS Office application (Excel, Word and Powerpoint)

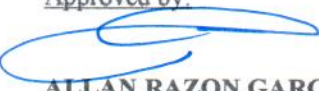
All interested applicants are requested to submit their **Application Letter, Personal Data Sheet (CSC Downloadable form) with Photo and Transcript of Records in PDF File (do not submit other documents not being requested) through our official email address** indicating the position you are applying for as the subject on or before **25 SEPTEMBER 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](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