

[NOV-090723-032](#)

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 **DATA GATHERER/FIELD INTERVIEWER**

Salary: **Job Level 8, PhP 678.20/day**

Status: **Fixed-term Employment**

### **DUTIES AND RESPONSIBILITIES**

1. *Continue the household profiling and census tagging of the remaining structure owners in barangays covered by the Barangay Segregation Program (BSP) Phase II.*
2. *Continue the household profiling and census tagging of the remaining structure owners in barangay covered by the Barangay Segregation Program (BSP) Phase II.*
3. *Generation of the master list of potential beneficiaries included in Phase II and III of the BSP for recommendation to the JHMC and BCDA – BOD, respectively;*
4. *To perform other functions that may be assigned from time to time.*

### **QUALIFICATION STANDARDS**

<b>Education</b>	Graduate of Social Sciences related course.
<b>Other Requirement</b>	Well versed with Microsoft Office applications specially Excel and Word.

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 **12 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** 07-SEP-2023  
OPCEO-2023-1724  
*President and CEO*