

[HRD-NOV-2024-024 1<sup>st</sup> Posting](#)

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 **CONTRACTUAL DRIVER**

Status: *Fixed-term Employee (Contractual)*

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

**DUTIES AND RESPONSIBILITIES**

1. *To drive employees on official trips as scheduled weather local or outside JHMC office. Also, transport external clients of JHMC related to official transactions, if needed.*
2. *Prepare trip ticket and/or gas slip.*
3. *Perform vehicle inspection before and after each trip.*
4. *Ensure cleanliness of all official vehicles.*
5. *Perform preventive maintenance and submit a weekly report with recommendation for appropriate action of the Property Custodian, GSD Manager and ASD Manager.*
6. *Conduct minor repairs on the official vehicles.*
7. *Provide technical assistance concerning the procurement of supplies and equipment related to repair and maintenance of vehicle.*
8. *Undertake delivery requirement of urgent JHMC supplies, equipment and materials as needed.*
9. *Adhere to JHMC policies and procedures.*
10. *Perform other related tasks assigned to him from time to time.*

**QUALIFICATION STANDARDS**

<b>Education</b>	High School Graduate
<b>Other requirements</b>	Preferably attended TESDA training on Automotive
<b>Experience</b>	Has at least 3 years of work experience.

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 **20 APRIL 2024** to:

**THE SELECTION COMMITTEE**

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

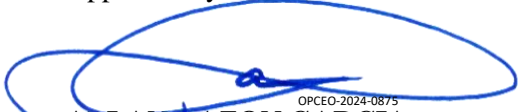
John Hay Management Corporation, Special Economic Zone, Camp John Hay, Baguio City

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)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED**

Approved by:



OPCEO-2024-0875  
**ALLAN RAZON GARCIA**  
President and CEO