

[HRD-NOV-2025-010 4<sup>th</sup> Posting](#)

05 February 2025

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 is in need of:

Position	<b>RECORDS MANAGEMENT ASSISTANT</b>
Employment Status	<b>Fixed – term</b>
Salary	<b>Job Grade 8, Php 678.20/day</b>

#### **GENERAL DUTIES AND RESPONSIBILITIES**

1. *Receives and process incoming and outgoing communications including its digitization, data entry in the Document Tracking System (DTS), routing (through the DTS, email or physically route within the John Hay Management Corporation (JHMC), Baguio City and nearby municipalities) or sending (through courier of Philippine Postal Corporation).*
2. *Provides assistance in the administration in managing and maintaining records such as:*
  - 2.1. *Inventory and disposition of records.*
  - 2.2. *Organization of records in accordance with established laws, policies, guidelines and procedures, including brief description and locations.*
  - 2.3. *Records storage in a safe and secure manner.*
3. *Responds to records management requests as assigned for completion.*
4. *Maintains the confidentiality of restricted records and information at all times.*
5. *Provide assistance in the processing of QMS and EMS documents and records.*
6. *Submission of required reports.*
7. *Ensure compliance of corporate procedures and guidelines.*
8. *Assist in the setup of audio – visual equipment and other ICT systems for events, activities and meetings as requested.*
9. *Performs other related functions as may be assigned from time to time.*

#### **QUALIFICATION STANDARDS**

Education	<b>Bachelor's Degree in Information Technology, Computer Science, Library and Information Science or any related course relevant to the job</b>
Experience	<b>At least 1 year of experience in records management</b>
Training	<b>Relevant trainings for the job</b>
Other Requirement	<b>Knowledge on collaborative and productivity software.</b>

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before 12 FEBRUARY 2025:**

1. Application letter  
Addressed to the: President and CEO Atty. Marlo Ignacio V. Quadra  
Attention: HR Officer, Avigale C. Villanueva
2. Notarized Personal Data Sheet (PDS) with at least three (3) character reference with email addresses
3. Transcript of Records and Diploma
4. Copies of Training Certificates
5. NBI Clearance
6. Barangay Certification (Residency and complaints, its nature, and status, if any)

#### **LATE AND INCOMPLETE APPLICATIONS SHALL NOT BE ENTERTAINED**

*The Equal Opportunity Principle is recognized by this office, and all qualified applicants will be given consideration for employment regardless of their preferred sex or gender, age, ethnicity, religious affiliation, civil status, national origin, disability status, or any other characteristics protected by law*