

NOV-HRD-2025-014 4th Posting

20 February 2025

The 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 square meters more or less, is in need of:

Position: **BUSINESS DEVELOPMENT MANAGER**
 Employment Status: **Regular**
 Salary: **Php80,003.00 (Job Grade 12, Step 1)**

| Regular Allowances, Bonuses, and other Incentives (ABIs) | |
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| 1. Personal Economic Relief Allowance (PERA) | Php2,000.00/month |
| 2. Representation Allowance | Php5,000.00/ month- based on actual days rendered |
| 3. Transportation Allowance | Php5,000.00/ month- based on actual days rendered |
| 4. Mid-Year Bonus | One (1) month salary |
| 5. Year-End Bonus | One (1) month salary |
| 6. Cash Gift | Php5,000.00 (annual) |
| 7. Clothing Allowance | Php7,000.00 (annual) |
| 8. Productivity Enhancement Incentive | Php5,000.00 (annual) |
| Security Service Contributions | |
| 1. Social Security Service (SSS) | Based on prevailing SSS Contribution Schedule. |
| 2. Home Mutual Development Fund (Pag-ibig) | Based on prevailing HMDF Contribution Schedule. |
| 3. Philhealth | Based on prevailing Philhealth Contribution Schedule |
| 4. Employees' Compensation (EC) | Based on prevailing EC Contribution Schedule |
| Leaves | |
| 1. Vacation Leave | 1.25 days/month |
| 2. Sick Leave | 1.25 days/month |
| 3. Emergency Leave | 3 days/year |
| 4. Birthday Leave | 1 day/year |
| 5. Bereavement Leave | 5 days/year |
| 6. Wedding Anniversary Leave | 1 day/year |
| 7. Monetization of un-used vacation and Sick Leave | Based on salary rate. |
| 8. Gynecological leave for women. | Paid leave. |
| 9. Solo parent leave. | Paid leave |
| 10. Maternity leave for women. | Based on salary rate. |
| 11. Paternity leave for men. | Based on salary rate. |

QUALIFICATION STANDARDS:

| | |
|------------|---|
| Education | Bachelor's Degree in Economics, Business/Public Administration, Urban or Environmental Planning |
| Experience | 3 years experience in managerial position relating to Planning, Economics, Property Development and Marketing |
| Training | 24 hours of training in management and supervision, corporate/ strategic planning, economics and business development |

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

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| Other Requirement | Must be well-versed in marketing, Business Development and/or Economics |
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JOB SUMMARY:

Responsible for the generation and implementation of existing and new business opportunities and programs in Camp John Hay.

GENERAL DUTIES AND RESPONSIBILITIES:

1. *Conceptualize business plans and programs of JHMC based on corporate mission and vision.*
2. *Develop, recommend and implement policies, systems and procedures relevant business development.*
3. *Provide analysis for evaluating new business opportunities, collaborative research and development agreements, joint ventures, mergers and acquisition if applicable.*
4. *Conduct/ lead the preparation of studies and researches which will enhance John Hay as a special economic zone.*
5. *Initiate marketing strategies and coordinate actions to influence the market.*
6. *Proactively develop and improve services to attract investors.*
7. *Performs other related functions as may be assigned from time to time.*

Qualified applicants are requested to **SUBMIT** the **COMPLETE REQUIREMENTS** provided hereunder to the **HRD on or before 27 FEBRUARY 2025, whether personally or through email:**

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 and contact numbers**
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**)

IF SUBMISSION IS THROUGH EMAIL, PLEASE SUBMIT TO avigale.villanueva@jhmc.com.ph

LATE AND INCOMPLETE APPLICATIONS SHALL NOT BE ENTERTAINED.