

[HRD-NOV-2025-015](#)

19 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 **INTERNAL AUDIT MANAGER**  
 Employment Status **Regular**  
 Salary **Job Grade 12, Step 1 Php 80,003.00**

<b>Regular Allowances, Bonuses, and other Incentives (ABIs)</b>	
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)
<b>Security Service Contributions</b>	
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
<b>Leaves</b>	
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	<b><i>Bachelor's Degree in Law, Accountancy, Commerce or Business Administration major in Finance or other relevant bachelor's degree courses</i></b>  <b><i>Certified Public Accountant or Certified Internal Auditor</i></b>
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*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*

Experience	<i>3 years of relevant experience in administration, finance, internal control, and auditing.</i>
Training	<i>24 hours of relevant training</i>
Other Requirement	<i>with background in government accounting, auditing rules and regulations, knowledgeable of the International Professional Practices Framework for Internal Auditing, preferably with experience as an Auditor of a government corporation.</i>

## **JOB SUMMARY**

*Leads in the assistance of the Internal Audit Office to the John Hay Management Corporation's (JHMC) Board of Directors in its oversight function through the Audit Committee with timely and relevant information to: (1) Safeguard the assets of the Corporation; (2) Enhance the accuracy and reliability of accounting data; (3) Improve efficiency, effectiveness, ethics and economy of operations; (4) Ensure compliance with laws and regulations and adhere to managerial policies.*

## **GENERAL DUTIES AND RESPONSIBILITIES**

- 1. Establish Internal Audit Charter in accordance with the Philippine Government Internal Audit Manual and the Professional Practice Framework for Internal Auditing.*
- 2. Establish a periodic audit strategic plan and annual work plan at least every three years.*
- 3. Responsible in the periodic review of the Internal Audit Charter and assess the progress of the implementation of the strategic and annual work plan.*
- 4. Responsible in the presentation of the Internal Audit Office's annual work plan to the Audit Committee and/or to the governing Board.*
- 5. Reports to the Audit Committee and the JHMC governing Board on all matters relating to risk pertaining to Internal Control, Management Control and Compliance with laws, rules and regulations including internal policies.*
- 6. Conducts compliance, management and operations audit.*
- 7. Review and appraise systems and procedures, organizational structures, assets management practices, financial and management records and reports.*
- 8. Present to the Audit Committee and to the governing Board the Audit observations and recommendations as a result of the audit.*
- 9. Engages in Continuous Professional Development of the Internal Audit Personnel.*
- 10. Conduct monitoring of all board approved audit recommendations.*
- 11. Determines the extent of coordination with the Commission on Audit Auditors to avoid duplication of audit effort.*
- 12. Ensures support of management in the conduct of internal audits.*
- 13. Prepares audit reports and discusses the conclusions and recommendations with management.*
- 14. Assists in the development process systems, policies and procedures by way of giving suggestions and recommendations.*
- 15. Provides advisory services to management as necessary.*
- 16. Acts as witness in (a) opening of bids; (b) conduct of physical inventory relative to the annual undertaking or in the event of a transfer or turn-over involving change of ownership and (c) disposition of properties.*
- 17. Performs other related functions, duties and responsibilities as maybe directed by the Governing JHMC Board or as may be necessary.*

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Qualified applicants are requested to **SUBMIT** the **COMPLETE REQUIREMENTS** provided hereunder to the **HRD on or before 26 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](mailto:avigale.villanueva@jhmc.com.ph)**

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