

HRD-NOV-2025-021

04 March 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 **FOUR (4) METER READER**  
Employment Status **Fixed – term Employment**  
Salary **Job Level 8, Php 678.20/day**

#### QUALIFICATION STANDARDS

Education	<i>Must be a High School Graduate or possess an equivalent diploma</i>
Experience	<i>2 years work experience as a water reader or in related field is an advantage but not required. Has experience and ability to use electronic devices or handheld reading tools is preferred.</i>
Training	<i>Must be willing to undergo required training/s</i>
Other Requirement	<i>Physical stamina to walk long distances and work in various weather conditions. Attention to detail and accuracy in recording data. Valid driver's license. Willingness to work flexible hours, including weekends and holidays, if necessary. Honesty and integrity in reporting accurate meter readings.</i>

#### GENERAL DUTIES AND RESPONSIBILITIES

- 1. Read water/electric meters and report all leakages, stuck or defective meters, and services for reclassification and other issues and concerns that needed attention.*
- 2. Deliver water/electric bills to recipients/customers.*
- 3. Distribute notices, demand letters, legal letters, billing adjustments, statements of accounts, and letters to customers.*
- 4. Attend to customers' queries and requests.*
- 5. Assign account numbers to new connections and conduct rezoning activities.*
- 6. Prepares and submits a monthly monitoring report.*
- 7. Performs other related functions assigned from time to time.*

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before 11 MARCH 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 and contact numbers**
3. Transcript of Records and Diploma
4. Copies of Training Certificates (2024 – 2020)
5. NBI Clearance
6. Barangay Certification (Residency and complaints, its nature, and status, if any)

For inquiries, please email: **avigale.villanueva@jhmc.com.ph**

**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*