

[HRD-NOV-2025-043](#)

21 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 **TWO (2) COLLECTION AGENT**
Employment Status **Fixed – term Employment**
Salary **Job Level 8, Php 678.20/day**

QUALIFICATION STANDARDS

Education	<i>Bachelor's Degree in Accountancy or any related courses in Business and Commerce</i>
Experience	<i>1 year bookkeeping or cashiering</i>
Other Requirement	<i>Computer literate</i>

GENERAL DUTIES AND RESPONSIBILITIES

1. *Receive collections and payments to JHMC and issues corresponding receipts from but not limited to Common Usage Service Area (CUSA), Utilities, picnic tables, events, parking.*
2. *Verify and submits all collections to JHMC cashier*
3. *Prepares pertinent reports based on Bases Conversion and Development Authority (BCDA) Computerized Accounting System (CAS) system.*
4. *Prepares periodic records of collections to be submitted to the Bookkeeper*
5. *Submits to COA all pertinent records*
6. *Performs other tasks assigned from time to time.*

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before 28 MARCH 2025:**

1. Application letter
Addressed to the: President and CEO Atty. Marlo Ignacio V. Quadra
Attention: HR Officer Avigale C. Villanueva
2. Barangay Certification (Residency and complaints, its nature, and status, if any)
3. Diploma
4. NBI Clearance
5. **Notarized** Personal Data Sheet (PDS) with at least three (3) character reference with **email addresses and contact numbers**
6. Transcript of Records and/or Form 2316 (for High school graduates)
7. Copies of Training Certificates (2024 – 2020)

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

LATE AND INCOMPLETE APPLICATIONS SHALL NOT BE ENTERTAINED