

[HRD-NOV-2025-062](#)

11 April 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:

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|-------------------|----------------------------------------------------|
| Position | BUSINESS DEVELOPMENT DEPARTMENT (BDD) STAFF |
| Employment Status | Fixed – term Employment |
| Salary | Job Level 8, Php 678.20/day |

QUALIFICATION STANDARDS

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|-------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Education | <i>Bachelor's Degree in any business related course (Business Administration, Public Administration, Economics or its equivalent)</i> |
| Experience | <i>At least 6 months of experience in administrative work or similar role</i> |
| Training | <i>None</i> |
| Other Requirement | <i>Proficient in Microsoft Office Suite (Word, Excel, Powerpoint) Familiarity with design tools such as Canva is an advantage</i> |

GENERAL DUTIES AND RESPONSIBILITIES

1. *Provide administrative support to Business Development activities and Asset Disposition Programs.*
 - 1.1. *Prepare, organize, and maintain documents, reports, and presentations related to business development activities.*
 - 1.2. *Schedule and coordinate meetings, appointments with investors and other departments*
 - 1.3. *Respond to inquiries and follow up with clients or partners as needed*
2. *Assist in the conduct of research on market trends*
3. *Manage Client and Investor Database Management*
 - 3.1. *Assists in maintaining and updating a database of investor clients, ensuring all contract information, interactions, and relevant data are up-to-date*
 - 3.2. *Assist in tracking and managing communications with investors to strengthen relationships*
4. *Monitoring and Reporting*
 - 4.1. *Track project timelines and deliverables*
 - 4.2. *Prepare regular reports on project updates*
5. *Other Tasks that may be assigned from time to time*

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before 18 APRIL 2025:**

1. Application letter
Addressed to the: President and CEO Manjit T. Singh Reandi
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