

[HRD-NOV-2025-067](#)

22 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 in need of:

Position	<b>CORPORATE PLANNING STAFF</b>
Employment Status	<b>Fixed-term Employment</b>
Salary	<b>Job Level 9, Php 833.04/day</b>

#### QUALIFICATION STANDARDS

Education	<b><i>Bachelor's Degree in Accountancy or any related Business and Commerce</i></b>
Experience	<b><i>1 year related experience</i></b>
Other Requirement	<b><i>Computer literate, skills in motorcycle driving with corresponding driver's license</i></b>

#### GENERAL DUTIES AND RESPONSIBILITIES

1. *Assists in the validation of the submitted reports for the Performance Evaluation Scorecard (PES) of JHMC with the GCG.*
2. *Prepares the appropriate monitoring tool for each assigned Strategic Measure and provides monthly updates based on the result of the validation in a timely manner.*
3. *Assists in the collation of the supporting documents for the timely submission to the GCG of the Quarterly Performance Scorecard Monitoring Reports.*
4. *Assists in the validation of the Office Performance Commitment & Review (OPCR) Forms of various offices of the JHMC in accordance with the Strategic Performance Management System (SPMS).*
5. *Assists the Performance Management Team (PMT) Secretariat/ Corporate Planning Unit in the facilitation of the Performance Conference and PMT Meetings in accordance with SPMS.*
6. *Assists in the monitoring of compliance of the JHMC of the various requirements prescribed by the GCG and other oversight government agencies (e.g. AO25 IATF, ARTA, COA).*
7. *Provides overall coordination and assistance in the day-to-day operations of the Corporate Planning Unit (CPU).*
8. *Provides administrative support to the CPU.*
9. *Maintains a systematic file of all official documents.*
10. *Performs other related functions as may be assigned from time to time.*

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before 29 APRIL 2025:**

1. Application letter  
Addressed to the: President and CEO Manjit T. Singh Reandi  
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](mailto: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*