

[HRD-NOV-2025-069](#)

29 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:

Position	CONTRACTUAL DRIVER
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>Has at least 3 years work experience</i>
Training	<i>With automotive course or certificates are preferred</i>
Other Requirement	<i>Computer literate</i>

GENERAL DUTIES AND RESPONSIBILITIES

- 1. To drive JHMC employees on official trips as scheduled whether local or outside JHMC Office. Also transport external clients of JMC related to official transactions, if needed.*
- 2. Prepares trip ticket and/or gas slip.*
- 3. Performs vehicle inspection before and after each trip.*
- 4. Ensure cleanliness of all official vehicles.*
- 5. Perform preventive maintenance and submit a weekly report with recommendation for, appropriate action of the Property Custodian, General Services Manager, and Administrative Services Manager.*
- 6. Conduct minor repairs on the official vehicles.*
- 7. Provide technical assistance concerning the procurement of supplies and equipment related to repair and maintenance of vehicles.*
- 8. Undertake delivery assistance concerning the procurement of supplies and equipment related to repair and maintenance of vehicles.*
- 9. Adhere to JHMC policies and procedures.*
- 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 06 MAY 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
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