

[HRD-NOV-2025-078](#)

13 May 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	BILLING ASSISTANT
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 Business and Commerce</i>
Experience	<i>Experience is an advantage but not required</i>
Other Requirement	<i>Computer literate, well versed in MS Applications</i>

GENERAL DUTIES AND RESPONSIBILITIES

1. *Timely issues billings to all leases, CUSA, Utilities, water, electricity etc.*
2. *Monitors all due and past due collections through systematic records.*
3. *Recommends actions for past due billings.*
4. *Prepares weekly summary of billed customers and submits copy to the collecting agent.*
5. *Performs other related functions assigned from time to time.*

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before 20 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