

[HRD-NOV-2025-071](#)

30 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	HUMAN RESOURCE ASSOCIATE
Employment Status	Fixed-term Employment
Salary	Job Level 9, Php 833.04/day

QUALIFICATION STANDARDS

Education	<i>Bachelor's degree in Psychology, Human Resource, other related field of study</i>
Experience	<i>Experience in the HR is an advantage but not required</i>
Training	<i>Relevant training is an advantage but not required</i>
Other Requirement	<i>Well verse in MS Office and other computer applications</i>

GENERAL DUTIES AND RESPONSIBILITIES

Recruitment, promotion, and lateral transfer:

- Ensures posting of vacancies in accordance with the Policy.*
- Scouts possible candidates for vacancies from the general public pending the completion of the posting period.*
- Transmits necessary documents of the successful applicants to COA.*
- Conducts/attends job fairs, if necessary, and in coordination with the Labor Center Processor, CRO, and other Offices.*

Performance Management:

- Collates all Individual Performance Commitment and Review (IPRC) and Individual Performance Evaluation Report (IPER) periodically.*
- Prepares a report analysis vis-à-vis the Competency Framework, in coordination with the HR Officer, subject to the approval of the HR Manager.*
- Assist the HR Officer in the conduct of TNA and development of Human Resource Development Program (HRDP).*

Rewards and Recognition:

- Acts as the Secretariat of the Program on Awards and Incentives for Service Excellence (PRAISE) Committee.*
- Develops, implements and monitors the annual Rewards and Recognition Program.*
- Assists in the preparation of payroll.*
- Assists in the preparation and monitoring of the leave ledger.*

Compensation and Benefits:

- Assists in the preparation of documents necessary for compliances.*

Others:

- Assists the HR Manager*
- Performs other functions related to the job.*

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before 07 MAY 2025:**

- Application letter
Addressed to the: President and CEO Manjit T. Singh Reandi
Attention: HR Officer Avigale C. Villanueva
- Barangay Certification (Residency and complaints, its nature, and status, if any)
- Diploma
- NBI Clearance
- Notarized** Personal Data Sheet (PDS) with at least three (3) character reference with **email addresses** and **contact numbers**
- Transcript of Records and/or Form 2316 (for High school graduates)
- 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