

HRD-NOV-2025-079

14 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	HISTORICAL CORE TOUR GUIDE
Employment Status	Fixed – term Employment
Salary	Job Level 8, Php 678.20/day

QUALIFICATION STANDARDS

Education	<i>Bachelor's Degree relevant to the job</i>
Experience	<i>Six months relevant experience is an advantage</i>
Training	<i>Preferably with relevant training</i>
Other Requirement	<i>Proficient in English and Filipino Willing to render overtime Willing to work on Tuesdays to Sundays, including holidays (due to influx of tourists on weekends and holidays)</i>

GENERAL DUTIES AND RESPONSIBILITIES

1. *Conduct Tours for guests and clients in the Historical Core*
 - *Lead and conduct informative and engaging tours for groups, providing detailed explanations about the history, culture, and significance of the sites visited*
 - *Tailor tours to the needs and interests of the group, ensuring all participants have a positive experience*
2. *Ensure safety of guests and clients*
 - *Ensure the safety of all tour participants by following safety protocols and providing clear instructions*
3. *Customer Service*
 - *Welcome guests and create a friendly and inclusive atmosphere.*
 - *Address any concerns or issues that arise during the tour in a professional and courteous manner*
4. *Provide a monthly report to the BDD on ticket sales by coordinating with the Ticketing Clerk/Cashier for the necessary data*
5. *Maintain Knowledge*
 - *Stay updated on the latest information about the tour sites, including historical facts, cultural changes, and new attractions*
 - *Continuously improve knowledge of the local area, history, and culture to enhance the quality of the tour experience*
6. *Report and Record*
 - *Keep detailed records of tours conducted, report to BDD in writing any issues and any incidents that occurred*
 - *Gather feedback and comments from guests and tourists*
7. *Provide assistance in the conduct of BDD events at the Historical Core*
8. *Perform other functions that may be assigned from time to time.*

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before 21 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