

[HRD-NOV-2025-082](#)

16 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	SPECIAL ECONOMIC ZONE/ONE STOP ACTION CENTER MANAGER
Employment Status	Plantilla
Salary	Job Grade 12, Step 1, PhP 80,003.00

Regular Allowances, Bonuses, and other Incentives (ABIs)	
1. Personal Economic Relief Allowance (PERA)	Php2,000.00/month
2. Representation Allowance	Php5,000.00/ month- based on actual days rendered
3. Transportation Allowance	Php5,000.00/ month- based on actual days rendered
4. Mid-Year Bonus	One (1) month salary
5. Year-End Bonus	One (1) month salary
6. Cash Gift	Php5,000.00 (annual)
7. Clothing Allowance	Php7,000.00 (annual)
8. Productivity Enhancement Incentive	Php5,000.00 (annual)
Security Service Contributions	
1. Social Security Service (SSS)	Based on prevailing SSS Contribution Schedule.
2. Home Mutual Development Fund (Pag-ibig)	Based on prevailing HMDF Contribution Schedule.
3. Philhealth	Based on prevailing Philhealth Contribution Schedule
4. Employees' Compensation (EC)	Based on prevailing EC Contribution Schedule
Leaves	
1. Vacation Leave	1.25 days/month
2. Sick Leave	1.25 days/month
3. Emergency Leave	3 days/year
4. Birthday Leave	1 day/year
5. Bereavement Leave	5 days/year
6. Wedding Anniversary Leave	1 day/year
7. Monetization of un-used vacation and Sick Leave	Based on salary rate.
8. Gynecological leave for women.	Paid leave.
9. Solo parent leave.	Paid leave
10. Maternity leave for women.	Based on salary rate.
11. Paternity leave for men.	Based on salary rate.

QUALIFICATION STANDARDS

Education	<i>Bachelor's Degree in Management, Business/ Public Administration, Bachelor of Laws, Economics, or other related fields of study</i>
Experience	<i>3 years managerial experience in Customs regulations, Registration and Accreditation of Locators/Enterprises in Economic and Freeport Zone</i>
Training	<i>24 hours of training in management and supervision</i>
Other Requirement	<i>Must be well-versed in Customs Rules and Regulations; and Economic Zone Operations</i>

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

JOB SUMMARY

Manages the operations of the John Hay Special Economic Zone (JHSEZ), One-Stop Action Center and the Business Center to ensure compliance of all Registered and Accredited Locators and Enterprises with all applicable laws, rules and regulations governing the JHSEZ.

GENERAL DUTIES AND RESPONSIBILITIES

- 1. Enforces the mandate RA 7227, RA 9400 and RA 7916 inside the JHSEZ,*
- 2. Enforces Customs Rules and Regulations and other issuances*
- 3. Manages the operations of the Business Center for the collection of lease rentals and CUSA from Locators and Residents inside the JHSEZ,*
- 4. Monitors compliance by enterprises, locators and residents with JHSEZ IRR, CAO 2-98, and OSAC requirements.*
- 5. Consolidates reports on enterprises, locators and residents and provides support service to the JHSEZ Administrator.*
- 6. Manages the Labor Center Office in terms of job generation, matching and implementation of applicable Labor Laws within the JHSEZ.*
- 7. Liaises with other line agencies attached to the OSAC.*
- 8. Liaises with other BCDA Special Economic and Freeport Zones.*
- 9. Regulates PEZA-registered Locators inside JHSEZ.*
- 10. Performs periodic system review and assessment of the OSAC operations and recommends appropriate adjustments, if any.*
- 11. Provides support service to enterprises, locators and residents.*
- 12. Performs 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 23 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
7. Copies of Training Certificates (2024 – 2020)

For inquiries, please email: avigale.villanueva@jhmc.com.ph
LATE AND INCOMPLETE APPLICATIONS SHALL NOT BE ENTERTAINED