

## WE ARE HIRING BUDGET ASSISTANT

DEADLINE : 15 JULY 2025

HRD-NOV-2025-135

Job Level 9, PhP 833.04/day  
Fixed-term Employment

### Qualification Standards

Education: Related Bachelor's Degree

Experience: *None required, but a related experience is an advantage.*

Training: *None required, but a related training is an advantage.*

Other Requirements: *Strong attention to detail; Computer literacy (Microsoft Excel, Google Applications)*

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before 15 JULY 2025:**

1. Application letter

Addressed to the: President and CEO Manjit T. Singh Reandi

2. Barangay Certification (Residency and complaints, its nature, and status, if any)

3. Diploma

4. NBI Clearance

5. Notarized Personal Data Sheet (PDS) three (3) character reference with email addresses and contact numbers. PRINTED BACK-TO-BACK and DO NOT LEAVE BLANK SPACES. Write N/A if not applicable

6. Transcript of Records )

7. Copies of Training Certificates (2024 – 2020)

**LATE AND INCOMPLETE APPLICATIONS  
SHALL NOT BE ENTERTAINED**

### General Duties and Responsibilities

1. Prepares Schedule of Expenses and Disbursements, relative to Estate Management Services (EMS) and maintains a copy of Disbursement Vouchers (DVs) with complete supporting documents for the reimbursable disbursements.
2. Keeps updated records of Common Usage Service Area (CUSA) collections and related EMS for inclusion in the monthly reports submitted to the BCDA, as specified in the Estate Management Agreement (EMA).
3. Assists in determining, monitoring, and updating records for the projected revenues and actual collections of rental income for all of the JHMC Locators.
4. Assists in monitoring and updating records of revenue collections at the Historical Core and Regulatory Functions versus the expenses related thereto.
5. Assists in the preparation of annual budget proposal per the BCDA's Budget Policy and Guidelines and other related government laws, policies, and circulars.
6. Assists in the preparation of preliminary data needed in the preparation of monthly and/or quarterly budget reports with complete documentation, particularly on the EMS or CUSA.
7. Coordinate with the Bids and Awards Committee (BAC) Secretariat for the procurement savings and maintain records and files related to it, in preparation for the Performance Scorecard Monitoring Report (PSMR) reporting and validation in relation to Disbursement Budget Utilization Rate (DBUR).
8. Performs other related functions that may be assigned from time to time, such as but not limited to:
  - a. membership and active participation to special Committees created by Special Order from the President and CEO;
  - b. active participation to all Corporate official activities where show of unity of JHMC is demonstrated; and
  - c. other related tasks.

*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*