

WE ARE HIRING

COLLECTION AGENT

DEADLINE : 01 AUGUST 2025

HRD-NOV-2025-148

Job Level 8, PhP 678.20/day
Fixed-term Employment

Qualification Standards

Education: At least a Senior High School Graduate under the Accountancy, Business, and Management (ABM) Strand, Related Bachelor's degree is an advantage; Bachelor's Degree in related fields is an advantage.

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

Training: None required, but a TESDA National Certificate in Bookkeeping and/or Customer Services is an advantage.

Other Requirements: Computer literacy (MS Excel, Google Applications); Strong attention to details

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

01 AUGUST 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 (photocopy)

4.NBI Clearance

5.Notarized Personal Data Sheet (PDS) with three (3) character references 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 and/or Form 2316 for High school graduates (photocopy)

7.Copies of Training Certificates (2024 – 2020)

General Duties and Responsibilities

1. Collects fees and issues Official Receipts/ Sales/ Service Invoice in the areas as identified after the handover of the Camp to BCDA/ JHMC, as may be applicable.
2. Prepares pertinent periodic finance reports.
3. Consolidates all pertinent documents related to collections (i.e Official Receipts/ Sales/ Service Invoice), periodic approved reports, including complete duplicates/ copies that are retained by JHMC or BCDA.
4. Submits to COA/ BCDA all pertinent documents on or before the 10th day of the ensuing month of transactions.
5. 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.

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