

# WE ARE HIRING

## SEVEN (7) COLLECTION AGENTS

DEADLINE : 17 DECEMBER 2025

HRD-NOV-2025-201

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;*

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

Training: *None required, but a TESDA National Certificate in Bookkeeping, Customer Services, or other related specialization is an advantage.*

Other Requirements: *Analytical thinking, attention to detail, and proficient in Microsoft and Google applications.*

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the HRD on or before **17 DECEMBER 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 entrance fees and issues Official Receipts/ Sales/ Service Invoice in the assigned revenue-generating areas within the Camp.
- 2.Prepare and submits pertinent daily, monthly, and periodic finance reports.
- 3.Verifies and submits all collections to the Cashier and/or Treasury and Investment Officer.
- 4.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.
- 5.Assists in the timely submission to the COA/BCDA of all pertinent documents on or before the 10<sup>th</sup> day of the ensuing month of transactions; and
- 6.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*