

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.

Our company is in need of an **EXECUTIVE CLERK TO THE OFFICE OF THE PRESIDENT & CEO**

Job Level: **JL 9 (Php 833.04/ day)**

Employment Status: **Fixed-Term Employment**

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the Human Resource Division (HRD) on or before **13 JANUARY 2026**:

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)
6. Transcript of Records and/or Form 2316 for High School Graduates (Photocopy)
7. Copies of Training Certificates (2024 – 2020)

**QUALIFICATION STANDARDS:**

<b>Education</b>	Bachelor's degree
<b>Experience</b>	None required
<b>Training</b>	None required
<b>Other Requirement/s</b>	Knowledgeable in Microsoft Office and various Google tools

**DUTIES AND RESPONSIBILITIES:**

1. Assist in the routing (physical and via Document Tracking System).
2. Assists in the monitoring and/or provides required actions from the OPCEO in the Human Resource Information System (HRIS).
3. Provides administrative support to the OPCEO.
4. Maintain a systematic file of all official documents.
5. Assist in processing of cash advances and disbursement vouchers (liquidation of cash advances and reimbursements) of the PCEO.
6. Conducts inventory of office supplies and ensures timely replenishment.
7. Processes supply requests and coordinates with relevant units for procurement.
8. Assists in providing logistical support for OPCEO meetings and activities.
9. Performs other related functions assigned from time to time