

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 a **RECORDS MANAGEMENT ASSISTANT**

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:

Education	Any related course relevant to the job
Experience	Experience is plus but not required
Training	Relevant trainings for the job
Other Requirement/s	Knowledgeable on collaborative and productivity software

DUTIES AND RESPONSIBILITIES:

1. *Receives and process incoming and outgoing communications including its digitization, data entry in the Document Tracking System (DTS), routing (through the DTS, email or physically route within the John Hay Management Corporation (JHMC), Baguio City and nearby municipalities) or sending (through courier of Philippine Postal Corporation).*
2. *Provides assistance in the administration in managing and maintaining records such as:*
 - a. *Inventory and disposition of records.*
 - b. *Organization of records in accordance with established laws, policies, guidelines and procedures, including brief description and locations.*
 - c. *Records storage in a safe and secure manner.*
3. *Responds to records management requests as assigned for completion.*
4. *Maintains the confidentiality of restricted records and information at all times.*
5. *Provide assistance in the processing of QMS and EMS documents and records.*
6. *Submission of required reports.*
7. *Ensure compliance of corporate procedures and guidelines.*
8. *Fulfill/ assist on ICTD's received and approved request/s, if needed.*
9. *Performs other related functions as may be assigned from time to time.*