

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 **COLLECTION AGENT (7)**

Job Level: **JL 8 (Php 678.20/ 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>	Preferably Bachelor's degree
<b>Experience</b>	None required, but a relevant experience in budgeting, accounting, auditing, or financial management and related experience with the Government is an advantage
<b>Training</b>	None required, but a TESDA National Certificate in related specialization is an advantage
<b>Other Requirement/s</b>	Analytical thinking, attention to details, and proficiency in Microsoft and Google applications

#### **DUTIES AND RESPONSIBILITIES:**

1. *Collects entrance fees and issues Official Receipts/ Sales/ Service/ Invoice in the assigned revenue-generating areas within the Camp.*
2. *Prepares and submits pertinent daily, monthly, and periodic financial 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;*
  - c. *serves as record keeper and liaison for FSD to other JHMC departments and to other government and private offices, and,*
  - d. *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.***