

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 **HISTORICAL CORE TOUR GUIDE**

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>	Bachelor's degree relevant to the job
<b>Experience</b>	Six (6) months relevant experience is an advantage
<b>Training</b>	Preferably with relevant training
<b>Other Requirements/s</b>	<ol style="list-style-type: none"><li>a. Proficient in English and Filipino</li><li>b. Willing to render overtime</li><li>c. Willing to work on Tuesdays to Sundays, including holidays (due to influx of tourists on weekends and holidays)</li></ol>

**DUTIES AND RESPONSIBILITIES:**

1. *Conduct Tours for guests and clients in the Historical Core:*
  - a. *Lead and conduct informative and engaging tours for groups, providing detailed explanations about the history, culture, and significance of the sites visited.*
  - b. *Tailor tours to the needs and interests of the group, ensuring all participants have positive experience.*
2. *Ensure the safety of all tour participants by following safety protocols and providing clear instructions.*
3. *Customer Service*
  - a. *Welcome guests and create a friendly and inclusive atmosphere.*
  - b. *Address any concerns or issues that arise during the tour in a professional and courteous manner.*
4. *Provide a monthly report to the BDD on ticket sales by coordinating with the Ticketing Clerk or Cashier for the necessary data.*
5. *Maintain knowledge:*
  - a. *Stay updated on the latest information about the tour sites, including historical facts and new attractions.*
  - b. *Continuously improve knowledge of the local area, history and culture to enhance the quality of the tour experience.*

*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.*

6. *Report and Record:*
  - a. *Keep detailed records of tours conducted, report to BDD in writing any issues and any incidents that occurred.*
  - b. *Gather feedback and comments from guests and tourists.*
7. *Provide assistance in the conduct of BDD events at the Historical Core.*
8. *Perform other functions that may be assigned from time to time from time to time.*