

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 **BOARD COMMITTEE SECRETARY**

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 relevant to the job
<b>Experience</b>	Experience in secretariat work, or administrative support or executive assistant in a government agency or GOCC is an advantage
<b>Training</b>	None required
<b>Other Requirements/s</b>	<ol style="list-style-type: none"> <li>a. Strong organizational, communication, and writing skills</li> <li>b. Proficiency in office software (e.g. Microsoft Office, Google Workspace) and virtual meeting platforms.</li> <li>c. High level of discretion and professionalism in handling confidential matters.</li> </ol>

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

1. Assists in the logistical preparation of Board and Committee meetings, including venue reservation, virtual platform setup, and coordination of requirements with other OCS personnel.
2. Provides on-site and/or virtual assistance during meetings to ensure smooth proceedings.
3. Prepares, processes, and monitors payment of Director's per diems and reimbursement claims.
4. Prepares, processes, and monitors payment and reimbursement requests for the Office of the Corporate Secretary and other Board-related expenses.
5. Files, scans, indexes, and maintains Board and OCS documents and records in a systematic and retrievable manner.
6. Prepares and inventories records for submission to the Records Office for archiving or proper disposal following approved retention schedules.
7. Facilitates notarization of OCS-issued documents, including coordination with notaries and tracking notarized documents.
8. Uphold strict confidentiality in handling sensitive Board and OCS records and proceedings.
9. Assists in other administrative tasks of the OCS, including coordination with internal offices and external parties.