

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 **DATA ANALYST**

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 **15 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	Preferably a graduate of Bachelor's degree in a relevant field
Experience	At least 1 year of working experience
Training	Minimum of 16 hours of relevant training
Other Requirement/s	<ol style="list-style-type: none"> a. Proficient in MS Office applications (Word, Excel, PowerPoint) and other productivity tools. b. Strong written and verbal communications skills. c. Familiarity with government processes and LGU coordination is an advantage.

DUTIES AND RESPONSIBILITIES:

1. *Extend assistance in the Scout Barrio Housing Project (SBHP) by organizing files and records, checking documents to ensure requirements are complete, preparing meeting notes/ agenda and correspondences, and helping arrange committee meetings.*
2. *Provide assistance in arranging and managing meetings with affected LGUs, barangay officials, structure owners, and other stakeholders, making sure schedules, materials, and logistics are properly planned.*
3. *Collect and analyze community information to support development planning, while continuing the systematic data gathering and document collection from structure owners in the barangays covered under Phase I and II.*
4. *Conduct counter-validation and verification of data on all identified structure owners against the official lists of illegal activities within Camp John Hay, in accordance with the approved disposition guidelines CRP as well as the CJH Comprehensive Master Development Plan.*
5. *Finalization and generation of the master list of potential beneficiaries included in Phases I and II for recommendation to the JHMC and BCDA-BOD.*
6. *Performs other assigned tasks aligned with institutional goals.*