

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 **CONTRACTUAL DRIVER**

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 **21 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>	Must be high school graduate or possess an equivalent diploma
<b>Experience</b>	Previous work experience as a Driver for at least 3 years
<b>Training</b>	Preferably attended TESDA training on automotive
<b>Other Requirement/s</b>	Good physical condition and ability to work in various environments. Ability to use automotive tools and equipment effectively. Ability to work both independently and as part of a team. Willingness to work flexible hours, including weekends and holidays, if necessary.

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

1. Primarily function is to Deploy Grounds Maintenance Personnel and Hauling of Forest Products around JHSEZ.
2. To drive employees on official trips as scheduled whether local or outside JHMC Office. Also transport external clients of JHMC related to official transactions, if needed.
3. Prepare trip ticket and/or gas slip.
4. Perform vehicle inspection before and after each trip.
5. Ensure cleanliness of all official vehicles.
6. Perform preventive maintenance and submit a weekly report with recommendation for, appropriate action of the Property Custodian, General Services Manager, and Administrative Services Manager.
7. Conduct minor repairs on the official vehicles.
8. Provide technical assistance concerning the procurement of supplies and equipment related to repair and maintenance of vehicles.
9. Undertake delivery assistance concerning the procurement of supplies and equipment related to repair and maintenance of vehicles.
10. Adhere to JHMC policies and procedures.
11. Performs other related functions as may be assigned from time to time.

*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.*