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 **INTERNAL AUDIT ASSOCIATE**
Job Level: **JL 10 (Php 1,025.83/ day)**
Employment Status: **Fixed-Term Employment**

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the Human Resource Division (HRD) on or before **02 FEBRUARY 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)

QUALITIFICATION STANDARDS:

Education	Bachelor's degree
Experience	Experience in Auditing-related activities is an advantage
Training	None required
Other Requirement/s	Well-verse in MS Office and other applications

DUTIES AND RESPONSIBILITIES:

1. *Supports the Internal Audit Team in its daily activities.*
2. *Collects data that supports the preparation of the working paper.*
3. *Performs analysis of data on audit evidence/documents.*
4. *Documents all evidence in relation to the conduct of the audit.*
5. *Maintains a systematic filing of all internal audit documents.*
6. *Prepares minutes of the meetings, such as pre-audit conference, exit conference and audit committee meetings.*
7. *Prepares a draft Internal Audit Program.*
8. *Liaises with other departments in relation to the conduct of audit and other activities that may be necessary.*
9. *Maintains and updates the monitoring of all Board-approved recommendations.*
10. *Maintains the records of supplies available for the Internal Audit Office.*
11. *Assists in the conduct of the Internal Control Assessment.*
12. *Assists in the conduct of risk assessment concerning the preparation of a risk-based internal audit plan.*
13. *Performs other related functions 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.