



14 January 2014

**HON. SILVESTRE C. AFABLE, JR.**  
 Chairman

**HON. JAMIE ELOISE M. AGBAYANI, M.D.**  
 President and CEO (PCEO)

**JOHN HAY MANAGEMENT CORPORATION (JHMC)**  
 Cottage 624, JHMC, Camp John Hay,  
 Loakan Road, 2600 Baguio City



**RE : AMENDMENT OF ANNEX C OF JHMC REORGANIZATION**

Dear Chairman Afable and PCEO Agbayani,

This refers to the letter of PCEO Agbayani dated 13 December 2013<sup>1</sup> "request[ing] for some revisions to the GCG-Approved Staffing Pattern FY 2013 based on the discussions during the Technical Working Group meetings with the GCG-JHMC representatives."

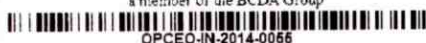
The position titles as well as the job level in JHMC's approved staffing pattern under Annex C of GCG Memorandum Order No. 2013-45 are based on the existing titles of JHMC. The changes in the organizational structure as agreed upon during the TWG meetings were not incorporated in the staffing pattern. As represented, the proposed changes will not have an impact on the budgetary requirement of the JHMC Reorganization Plan since JHMC will continue to use its *existing* rates.

In view of the foregoing, the Commission hereby **APPROVES** the revision of the following:

**1. Renaming of Position, Department, and Division titles:**

FROM	TO
Vice-President and Chief Operating Officer	Vice-President and Chief Operations Officer
ADMINISTRATIVE SERVICES DEPARTMENT	
Administrative Service Manager	Administrative Services Manager
Human Resource Services Division	Human Resource Division
Division Manager	Human Resource Manager
Division Manager	General Services Manager
Division Manager	Information and Communications Technology Manager

<sup>1</sup> Officially received on 16 December 2013



FROM	TO
Information and Communication Technology Officer	Information and Communications Technology Officer
Information and Communication Technology Specialist	Information and Communications Technology Specialist
ENVIRONMENT AND ASSET MANAGEMENT DEPARTMENT	
Environment and Project Services Manager	Environment and Asset Management Manager
LAND AND ASSET MANAGEMENT DIVISION	
Land and Assets Development Manager	Land and Asset Development Manager
Land and Assets Development Officer	Land and Asset Development Officer
SPECIAL ECONOMIC ZONE ADMINISTRATIVE DEPARTMENT	SPECIAL ECONOMIC ZONE ADMINISTRATION DEPARTMENT

**2. Job Level**

FROM		TO	
Position Title	Job Level	Position Title	Job Level
Land and Asset Development Manager	12	Land and Asset Development Manager	11
Accountant	10	Accountant	11

The other annexes of the Memorandum Order affected by the foregoing are likewise amended accordingly.

**FOR YOUR INFORMATION AND GUIDANCE.**

Very truly yours,

**BY AUTHORITY OF THE COMMISSION**



**CESAR L. VILLANUEVA**  
*Chairman*



**MA. ANGELA E. IGNACIO**  
*Commissioner*



**RAINIER B. BUTALID**  
*Commissioner*

cc : **DOF Secretary CESAR V. PURISIMA**  
**DBM Secretary FLORENCIO B. ABAD**  
**CSC Chairman FRANCISCO T. DUQUE III**