



14 November 2013

HON. SILVESTRE C. AFABLE, JR.
Chairman

HON. JAMIE ELOISE M. AGBAYANI, M.D.
President and CEO

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



**RE : APPROVAL WITH MODIFICATIONS OF THE
JHMC REORGANIZATION PLAN**

Dear Chairman Afable and President/CEO Agbayani,

This refers to the letters of the JHMC dated 18 December 2012 and 10 June 2013 requesting for the Commission's approval of its Revised Table of Organization as of 28 August 2012, as approved and ratified by the BCDA Board under Resolution No. 2013-05-077 dated 23 May 2013. The last Technical Working Group (TWG) meeting between the GCG and JHMC on the matter was held last 09 July 2013.

Relative thereto, please be advised that the Commission has **APPROVED WITH MODIFICATIONS** the JHMC's Reorganization Plan. The Staffing Pattern of JHMC shall be its existing position titles using its current salary rates. The issues that JHMC has raised on its compensation structure will be addressed under the Compensation and Position Classification System once implemented.

Attached hereto for your reference is **GCG MEMORANDUM ORDER No. 2013-45** embodying the Commission's resolution on the matter.

FOR YOUR INFORMATION AND GUIDANCE.

Very truly yours,

CESAR L. VILLANUEVA
Chairperson

CESAR V. PURISIMA
DOF Secretary
 009642

JHMC

In replying, pls refer to reference number

2013-1905



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009642

JHMC

In replying, pls refer to reference number
2013-1485/2



MA ANGELA E. IGNACIO
Commissioner



FLORENCIO B. ABAD
DBM Secretary



RAINIER B. BUTALID
Commissioner

Cc : Executive Secretary PAQUITO N. OCHOA, JR.
CSC Chairman FRANCISCO T. DUQUE III
The Resident COA Auditor – JHMC



MEMORANDUM ORDER NO. 2013 - 45

REORGANIZATION OF THE JOHN HAY MANAGEMENT CORPORATION

WHEREAS, the Governance Commission for GOCCs (GCG), pursuant to Section 5(a) of the "GOCC Governance Act of 2011" (R.A. No. 10149), is mandated to "evaluate the performance and determine the relevance of the GOCC, to ascertain whether such GOCC should be reorganized, merged, streamlined, abolished or privatized, in consultation with the department or agency to which a GOCC is attached;"

WHEREAS, the John Hay Management Corporation's (JHMC) 28 August 2012 Table of Organization as approved by its Board under Resolution No. 2012-0828-124 as approved and ratified by its parent corporation, the Bases Conversion Development Authority, under Board Resolution No. 2013-05-077 dated 23 May 2013, has a total plantilla of 53 positions, of which 46 are filled;

WHEREAS, following the discussions during the 03 and 09 July 2013 Technical Working Group (TWG) meetings between the representatives from the JHMC and the GCG, the 28 August 2012 JHMC and BCDA-approved Table of Organization requires amendments of the same;

NOW, BE IT—

RESOLVED, the Revised Reorganization Plan of JHMC with 17 organizational units and 57 positions is hereby **APPROVED WITH MODIFICATIONS** as reflected in the documents below, which form as an integral part of this Memorandum Order (M.O.).

- Annex A** – Reorganization Plan;
- Annex B** – Organizational Structure;
- Annex C** – Staffing Pattern; and
- Annex D** – Functional Statement.

The highlights of the approved Reorganization Plan are as follows:

1. Increase of existing regular plantilla positions by 4 positions from 53 to 57;
2. Decrease of existing organizational units from 23 to 17 due to the following:
 - a. Abolition of the three (3) divisions under the Finance Department and 3 divisions under the Business and Land and Assets Development Department and the Corporate Planning Office;
 - b. Upgrading of Security and Safety Division into Safety and Security Department under the Office of the President and CEO;
 - c. Creation of the Business Development Department;

3. Renaming of the following units:

FROM	TO
Legal Services Department	Legal Department
Administrative Department	Administrative Services Department
Finance Department	Finance Services Department
Environment and Project Services Department	Environment and Asset Management Department
Business and Land and Assets Development Department	Business Development Department
Human Resource Management and General Service Division	Human Resource Services Division
Property and Procurement Division	General Services Division

RESOLVED FURTHER, the implementation of this order shall comply with the following conditions and guidelines:

1. Filling up of vacant positions shall be programmed to ensure the overall financial viability of agency operations relative to actual revenue collections and operating requirements;
2. Funding requirements for regular positions shall be sourced from the Corporate Operating Budget of JHMC;
3. JHMC shall adopt and offer the retirement and separation package for personnel affected by the Reorganization Plan using the incentives provided under the Executive Order (E.O.) No. 366, s. 2004, as amended by E.O. No. 77, s. 2012;
4. The Board of Directors through the President and CEO shall be accountable for the payment of separation benefits to the retirees/separates pursuant to the pertinent provisions of E.O. No. 366;
5. JHMC shall submit to the GCG one hard copy and one digital copy in a CD of the Plantilla of Positions;
6. The Reorganization Plan shall be implemented within two (2) months after receipt of this M.O. and a monthly progress report shall be submitted until such has been completed;
7. The pertinent civil service, budgetary, accounting, auditing and other relevant laws, rules and regulations shall be complied with; and
8. Any further modification/s on the GCG-Approved Organization Structure and Staffing Pattern (OSSP) is/are prohibited unless otherwise approved by the GCG.

DONE, in the City of Makati, this 14th day of November, Two Thousand and Thirteen.



CESAR L. VILLANUEVA
Chairman



CESAR V. PURISIMA
DOF Secretary
009643



MA. ANGELA E. IGNACIO
Commissioner



FLORENCIO B. ABAD
DBM Secretary



RAINIER B. BUTALID
Commissioner

**JOHN HAY MANAGEMENT CORPORATION (JHMC)
Reorganization Plan**

I. MANDATE

Pursuant to Executive Order (EO) No. 103, s. 1993, John Hay Development Corporation was created as the implementing arm of the Bases Conversion and Development Authority for the conversion of Camp John Hay in Baguio City into an environmental, economic and social development center of the country. Then by virtue of EO No 132, s. 2001, the John Hay Poro Point Development Corporation (JPDC) was renamed to John Hay Management Corporation.

II. POWERS AND FUNCTIONS

A. PRIMARY PURPOSE

To develop, manage, own, lease, sub-lease and operate restaurants, cafes, bars, golf courses, picnic groves, hotels, pavilions, gym, tennis courts and establishments and facilities of all kinds of educational, recreational, tourism, commercial, amusement, health and other purposes; to maintain and generally operate roads, water pump houses, power plants and other utilities in support of or in connection with the foregoing purposes and generally to carry out all activities necessary to convert, develop and maintain the facilities and properties within and around Camp John Hay for tourism, commercial, industrial, residential, nature reserve and human resources development center.

B. SECONDARY PURPOSES

1. To devise, formulate and conduct business research, business studies, surveys, to create, install and utilize business systems, methods, controls, layouts and plans, all at required or expedient to the management, administration or operation of the Corporation assets;
2. To purchase, acquire, own, lease, sell and convey real properties such as lands, buildings and warehouses and machineries, equipment and other personal properties as may be necessary or incidental to the conduct of the corporate business, and to pay in cash, shares of its capital stock, debentures and other evidences of indebtedness, or other securities, as may be deemed expedient, for any business or property;
3. To borrow or raise money from local and international financial institutions necessary to meet the financial requirements of its businesses; to issue bonds, promissory notes and other evidences of indebtedness; and to secure the repayment hereof by mortgage, pledge, deed of trust or lien upon the properties of the Corporation or to issue pursuant to law, shares of its capital stock, debentures and

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other evidences of indebtedness in payment for the properties acquired by the Corporation or for money borrowed in the prosecution of its lawful business, subject to such rules and regulations to be promulgated by the Bases Conversion Development Authority (BCDA);

4. To invest and deal with the money and properties of the Corporation in such manner as may from time to time be considered wise or expedient for the advancement of its interests and to sell, dispose of or transfer the business, properties and goodwill of the Corporation or any part thereof for such consideration and under such terms approved by the BCDA;
5. To grant concessions, rights or licenses to corporation, association or entities and to operate or manage the various businesses and activities within and around Camp John Hay and other properties it oversees, manages and operates;
6. To acquire or obtain from any government or authority, national, provincial, municipal or otherwise, or any corporation, company or partnership or person, such charter, contracts, franchise, privileges, exemptions, licenses and concessions as may be conducive to any of the objectives of the Corporation;
7. To establish and operate one or more branch offices or agencies and to carry out any or all of its operations and business without any restrictions as to place or amount, including the right to hold, purchase or otherwise deal in and with real and personal property anywhere within the Philippines;
8. To engage in real estate development and related activities;
9. To conduct and transact any and all lawful business and to do or cause to be done any one or more of the acts and things herein set forth as its purposes, within or without the Philippines, and in any and all foreign countries, and to do everything necessary, desirable or incidental to the accomplishment of the purposes or the exercise of any one or more of the powers herein enumerated, or which shall at any time proper conducive to or expedient for the protection or benefit of the Corporation.

III. CORPORATE STRATEGIC/BUSINESS PLAN

A. CHALLENGES

1. Lease Agreement with Camp John Hay Development Corporation (CJHDevco)

On 19 October 1996, a Lease Agreement between the BCDA and the Fil-Estate Management Inc., Pentacapital Investment Corporation and Camp John hay Development Corporation was signed for the lease of

246.997 hectares of land including "buildings, facilities and all improvements and/or equipment found therein" in the JHSEZ for a period of 25 years renewable for another 25 years.

The non-payment of lease rentals amounting to at least P3.1 Billion by CJHDevco, the private developer of prime government property in the JHSEZ for the past eighteen (18) years, is among the major challenges of JHMC.

As provided for in the Lease Agreement, the lease rental for the first five (5) years is in the amount of P450 Million per annum and P150 Million per annum for the succeeding 20 years. However, payment was only made in full on the first year of the lease, and CJHDevco defaulted in its payments from the second year onwards.

At present, the BCDA and CJHDevco have pending legal cases and were compelled to go into arbitration with the court injunction remaining in effect since the latter posted a surety bond amounting to P726 Million in the Baguio Courts, which BCDA continues to oppose. The BCDA and JHMC are looking forward to the resolution of all cases filed in favor of the government.

The annual Corporate Operating Budget (COB) of JHMC as provided by the BCDA amounts to about P100 Million and with the supposed annual lease rental of CJHDevco in the amount of P150 Million may be sufficient to subsidize the said budget requirements of the corporation.

2. Ancestral Land Claims within the JHRA

The six (6) barangays within the John Hay Reservation Area have ancestral land claims that are subject of legal cases filed by the BCDA against the National Commission on Indigenous Peoples (NCIP) for the cancellation and revision of Certificates of Ancestral land and Domain Titles (CALT and CADT) issued within the BCDA property. The largest barangay in the reservation, namely Happy Hallow, having an area of 120 hectares was issued a CADT in year 2006.

In April 2012, the BCDA-JHMC and the NCIP Commissioners en banc met and agreed to organize a Joint Technical Working Group (JTWG) on Ancestral Claims chaired by the representative of the Office of the President through the Office of the Executive Secretary, with members comprised of the leaders, technical and legal services of BCDA-JHMC and NCIP.

In line with designating parcels of land for assets disposition for business development, and compliance to barangay segregation, the JHMC is in the process of completing the conduct of a relocation, structure and utility survey in the JHRA. The survey however has been stalled in the 6 barangays with ancestral claims pending the resolution by the JTWG of the issues and concerns as regards the CALTS and CADT.

3. Informal Settlers and Illegal Structures

Among JHMC's regulatory functions, through its Project Services, Security and Legal Services, include continuous monitoring of Construction of illegal Structures and influx of informal settlers within the JHRA. The new structures without the necessary permits from JHMC are demolished with appropriate cases filed with the Anti-Squatting Committee of the City of Baguio.

B. STRATEGIC DIRECTION

The JHMC Table of Organization (TO) has undergone three (3) major revisions from years 2011 to 2012 as the demands of the Corporation have increased and to efficiently perform its regulatory functions as the implementing arm of the BCDA in the CJHR, as well as fast-track development of new businesses to generate revenue for the government.

1. Reorganization Plan Objectives

The JHMC as the implementing arm of the BCDA in the CJHR was considered in the past as estate manager for the daily operations in the JHSEZ with limited opportunities for business development.

JHMC has re-organized its Table of Organization to fulfill its mandate and achieve its vision and mission and the current demands of the corporation. The BCDA has provided JHMC the opportunity to take the lead in the development of new businesses through its Asset Disposition program to increase revenue generation and look forward to being self-sustaining in five (5) years.

The Revised Table of Organization has been rationalized to reflect a balanced distribution of management functions and reinforce its general administrative functions by minimizing backlogs and increasing efficiency its operations and processes. The Citizen's Charter of the Corporation has been implemented with strict adherence to the services and time lines provided therein.

2. Performance Strategies

The challenges of the JHMC are being addressed through the following:

Camp John Hay Development Corporation Lease Agreement

The BCDA has terminated its lease agreement with CJHDevco on May 15, 2012 due to its non-payment of lease rentals amounting to P3.1 Billion. The legal cases are pending in courts and the arbitration proceedings will commence in January 2013.

The JHMC continues to closely monitor all activities of said developer and has issued several notices of violation and imposed penalties as regards the repeated violations of the NBC and Fire Code of the Philippines among others.

Furthermore, all lease contracts it has entered into with private investors are being thoroughly evaluated and the public is regularly apprised through tri-media on the status of the CJHDevco's lease including legal cases pending in courts.

Ancestral Claims in the JHRA

As discussed earlier, a JTWG for Ancestral Claims has been organized with the Office of the President, BCDA-JHMC and the NCIP, with the signing of the MOA in September 2012.

Barangay Segregation and Informal Settlers

The relocation, structure and utility survey in the 14 barangays within the JHRA is due for completion in December 2012. This is line with the commitment of BCDA-JHMC to land distribution, and in compliance to the city condition on barangay segregation.

An Inter-Agency Technical Working (IA-TWG) on Barangay Segregation was organized in October 2011. The main function of the IA-TWG is to evaluate and implement the efficient disposition of lots legitimate occupants in the 14 barangays within the JHRA.

The composition of the group includes representatives from the BCDA-JHMC, NCIP, DENR-Land Management Sector (DENR-LMS), City Government of Baguio through its City Planning Office, the National Housing Authority (NHA), with the 14 Punong Barangays as provisional members.

IV. ORGANIZATIONAL STRUCTURE

JHMC's organizational setup involves modification of its structure under the existing January 2012 Table of Organization (TO) and August 2012 TO reflecting the newly created, abolished, renamed, merged or consolidated, and upgraded offices/units from 23 to 17.

V. STAFFING PATTERN

The Organizational Restructuring modifies the staffing pattern to support JHMC's mandate of developing the Camp John Hay into an environmental, economic and social development center of the country. The authorized staffing pattern represents an increase of 4 positions (6%), from its current plantilla of 53 positions to 57 positions.

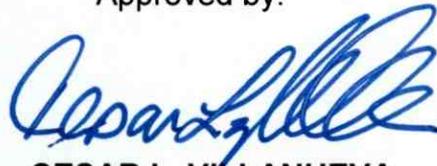
VI. FINANCIAL PLAN/PROJECTION

1. NG Support. – JHMC is not receiving funds from the National Government (NG) but receives an annual subsidy from its Parent Corporation, the BCDA, for its operations averaging ₱40.31 Million per annum for the last 5 years (2008-2012).



2. Historical Performance. – JHMC’s operations showed an improvement in 2012 posting a net income of ₱7.28 Million from losses of ₱14.23 Million, ₱13.65 Million and ₱3.51 Million in 2009, 2010 and 2011, respectively. As a result of the 2012 Net Income, JHMC’s profit margin increased to 10% and ROE to 6% from a negative profitability ratios in 2009-2011. It also exhibited stronger financial position with assets increasing to ₱167 Million in 2012 from its ₱127 Million level in 2011 thereby improving its Net Worth from ₱92 Million to ₱130 Million resulting in improved solvency ratios (debt to asset ratio of 22% from 28%).
3. Financial Projections. – For 2013 and 2014, JHMC expects its balance sheet to remain healthy. Revenues will increase by 48% in 2013 but a higher MOOE due to an increase in security expenses as part of its initiative to strengthen its Safety and Security Department yielding a lower net income of ₱3 Million. Profits are seen to improve moving forward with the creation of a Business Development Department that will look at developing new businesses that could generate more funds. Aside from the revenues seen in its financial statements, JHMC should also be given credit for the rental income it collects from its leases but is booked directly by the BCDA. This amounted to an average of ₱27 Million per year in the last three years and estimated at ₱30 Million per year for 2013 and 2014.

Approved by:

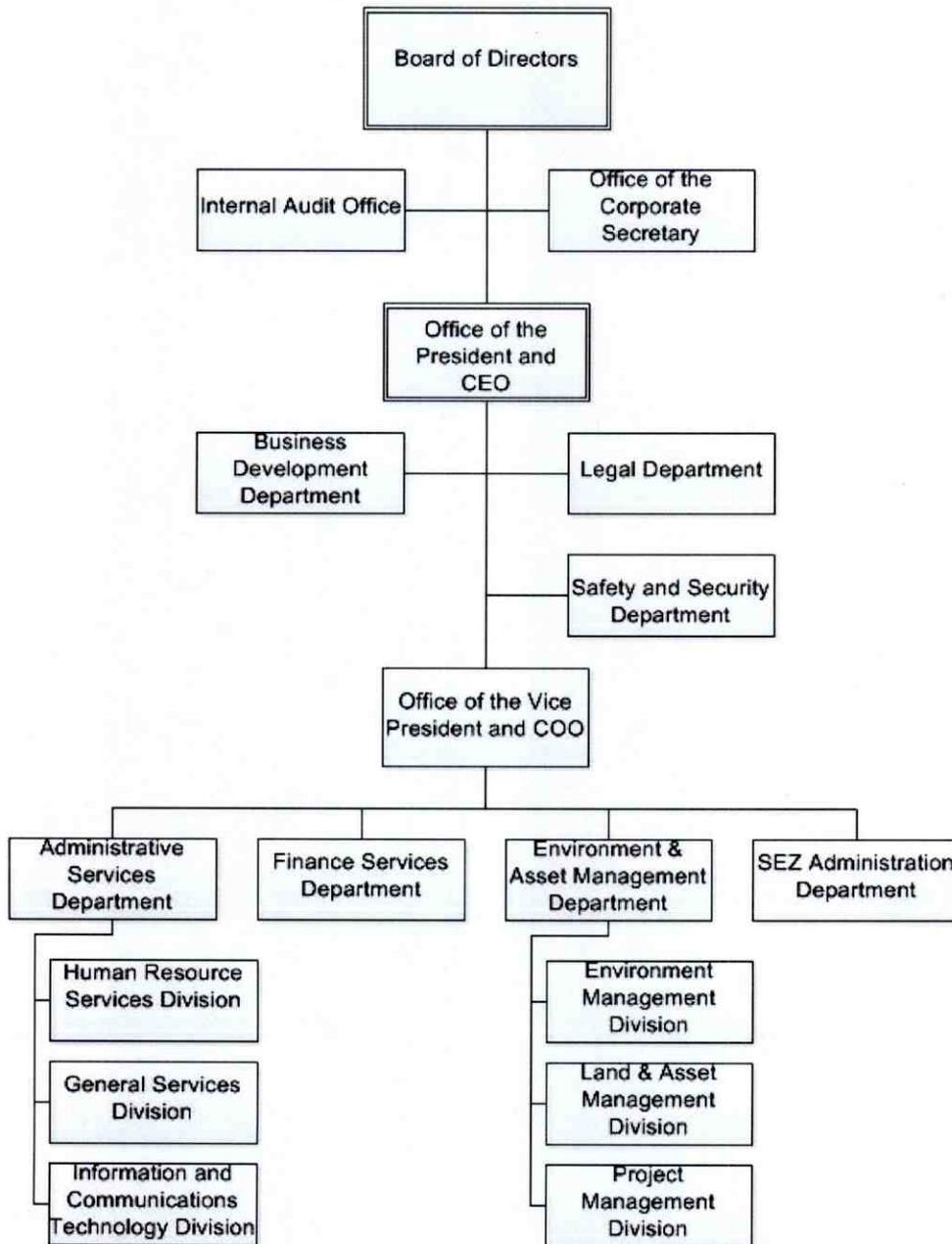


CESAR L. VILLANUEVA

Chairman *ave*



JOHN HAY MANAGEMENT CORPORATION
GCG APPROVED ORGANIZATIONAL STRUCTURE
FY 2013



Approved by:

CESAR L. VILLANUEVA
Chairman

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**JOHN HAY MANAGEMENT CORPORATION
GCG-APPROVED STAFFING PATTERN
FY 2013**

No. of Position	Position Title	Job Level
OFFICE OF THE CORPORATE SECRETARY		
1	Board Secretary	9
1	Assistant Board Secretary	8
2	<u>TOTAL, OCS</u>	
INTERNAL AUDIT OFFICE		
1	Internal Audit Manager	11
1	Internal Auditor Assistant	8
2	<u>TOTAL, IAS</u>	
OFFICE OF THE PRESIDENT AND CHIEF EXECUTIVE OFFICER		
1	President & CEO	15
1	Corporate Planning Manager	11
1	Community Relations Officer	10
1	Executive Assistant	9
1	Clerk- Corporate Planning Officer	6
1	Driver	6
6	<u>TOTAL, OP/CEO Proper</u>	
LEGAL DEPARTMENT		
1	Legal Manager	12
1	Assistant Legal Manager	11
1	Legal Research and Investigation Specialist	10
3	<u>TOTAL, LD</u>	
BUSINESS DEVELOPMENT DEPARTMENT		
1	Business Development Manager	12
1	Business Development and Marketing Officer	10
1	Business Development and Marketing Assistant	8
3	<u>TOTAL, BDD</u>	
SAFETY AND SECURITY DEPARTMENT		
1	Safety and Security Manager	12
1	Safety and Security Officer	10
2	<u>TOTAL, SSD</u>	
OFFICE OF THE VICE PRESIDENT AND CHIEF OPERATING OFFICER		
1	Vice President & COO	14
1	Executive Assistant	8
2	<u>TOTAL, OVP/COO Proper</u>	

No. of Position	Position Title	Job Level
	ADMINISTRATIVE SERVICES DEPARTMENT	
1	Administrative Service Manager	12
	<u>Human Resource Services Division</u>	
1	Division Manager	11
1	Human Resource Officer	10
1	Human Resource Assistant	8
3		
	<u>General Services Division</u>	
1	Division Manager	11
1	Procurement Officer	10
1	Property Custodian	9
1	Supply Assistant	7
1	Driver	6
1	Driver	6
1	Cottage Attendant I	5
1	Facilities and Maintenance	6
8		
	<u>Information and Communications Technology Division</u>	
1	Division Manager	11
1	Information and Communication Technology Officer	10
1	Information and Communication Technology Specialist	8
1	Records Management Specialist	8
4		
16	<u>TOTAL, ASD</u>	
	FINANCE SERVICES DEPARTMENT	
1	Finance Manager	12
1	Accountant	10
1	Budget Officer	10
1	Treasury and Investment Officer	10
1	Financial Analyst	8
1	Cashier	8
1	Ticketing Clerk	6
7	<u>TOTAL, FSD</u>	
	ENVIRONMENT AND ASSET MANAGEMENT DEPARTMENT	
1	Environment and Project Services Manager	12
	<u>Environment Management Division</u>	
1	Environment Manager	11
1	Environment Officer	10

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No. of Position	Position Title	Job Level
1	Plant Nursery Assistant II	6
3		
	<u>Land and Asset Management Division</u>	
1	Land and Assets Development Manager	12
1	Land and Assets Development Officer	10
2		
	<u>Project Management Division</u>	
1	Project Manager	11
1	Civil/Structural Engineer	10
1	Project Management Officer/ Electrical Engineer	10
3		
9	<u>TOTAL, EAMD</u>	
	SPECIAL ECONOMIC ZONE ADMINISTRATIVE DEPARTMENT	
1	Special Economic Zone/One Stop Action Center Manager	12
1	Customs Compliance Officer	10
1	Customs Compliance Assistant	8
1	Labor Center Processor	7
1	One Stop Action Center Processor	6
5	<u>TOTAL, SEZAD</u>	
57	<u>GRAND TOTAL</u>	

Approved by:


CESAR L. VILLANUEVA
 Chairman *pro*

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**JOHN HAY MANAGEMENT CORPORATION
FUNCTIONAL DESCRIPTION
FY 2013**

I. OFFICE OF THE BOARD OF DIRECTORS

- Formulate policies, guidelines and programs to effectively implement and carry out the purposes and objectives of the Corporation;
- Approve corporate plans and programs consistent with the policy directions of BCDA;
- Approve and adopt internal administrative operating rules and regulations for implementation by the officials and management of the subsidiary of the attached authority;
- Establish financial and operations performance targets for management as basis for evaluating and monitoring corporate performance;
- Prepare and approve annual and supplemental budget of the subsidiary and attaché authority;
- Approve capital expenditures and investments program, all forms of indebtedness, substantial sales, transfers and alienation of assets and properties of the subsidiary and attached authority;
- Require Management to periodically submit to the Board such management reports as may be required to include, among others the following: annual budgets organization, personnel plantilla and programs, report of operations, infrastructure programs, report of operations, infrastructure programs and major capital investment programs; and
- Develop and implement a privatization, commercialization and/or divestment program of all its major assets and facilities within two (2) years from start of operation.

A. OFFICE OF THE CORPORATE SECRETARY

- Record or see the proper recording of the minutes and transactions of all meetings of the Directors and the stockholders and maintain minute books of such meetings in the form and manner required by law;
- Keep or cause to be kept record books showing the details required by law with respect to the stock certificates of the Corporation, including ledgers and transfer books showing all shares of the Corporation subscribed, issued and transferred;



- Keep the corporate seal and affix it to all papers and documents requiring a seal, and attest by his signature all corporate documents requiring the same;
- Attend to the giving and serving of all notices of the Corporation required by law or these By-laws to be given;
- Certify to such corporate acts, countersign corporate documents or certificates, and make reports or statements as may be required by law or government rules and regulations;
- Act as inspector at the election of Directors;
- Responsible for providing administrative services to the Corporate Secretary and Board of Directors;
- Handles per diems and reimbursements, and other expenses of the Board of Directors; and
- Updates records of Board documents regularly.

B. INTERNAL AUDIT SERVICES

- Conducts an independent appraisal of the various operations and systems of control within JHMC to provide reasonable assurance that the following general objectives are achieved:
 - a. Executes orderly, ethical, economical, efficient and effective operations;
 - b. Fulfills accountability obligations;
 - c. Complies with applicable laws and regulations;
 - d. Safeguards resources against loss, misuse and damage.
- Submits recommendations (addressed to the Board Audit Committee) regarding courses of action on all matters relating to management control and operations audit; and
- Conducts follow-up work:
 - a. Ascertains that recommendations are being implemented;
 - b. Ascertains that the implementation is in accordance with the recommendation;
 - c. Sees whether the implementation of the recommendations is beneficial to management.



II. OFFICE OF THE PRESIDENT AND CHIEF EXECUTIVE OFFICER

- Responsible for the administration and direction of the day to day business affairs of the Corporation;
- Preside at the meetings of the Board of Directors in the absence of the Chairman of the Board of Directors;
- Initiate and develop corporate objectives and policies, and formulate long range projects, plans and programs for the approval of the Board of Directors, including those for the executive training, development and compensation;
- Supervise the general supervision and management of the business affairs and property of the Corporation;
- Ensure that the administrative and operational policies of the Corporation are carried out under his/her supervision and control;
- Appoint, remove, suspend or discipline employees of the Corporation subject to guidelines prescribed by law;
- Oversee the preparation of the budgets and the statement of accounts of the Corporation;
- Represent the Corporation at all functions and proceedings;
- Execute on behalf of the Corporation all contracts, agreements and other instruments affecting the interest of the Corporation which require the approval of the Board of Directors, except as otherwise directed by the Board of Directors;
- Oversee the Corporate Planning and Reports Officer for the following:
 - a. The Corporate Planning Division (CPD) works closely with other divisions and departments in JHMC to ensure that JHMC has the strategic capabilities and resources to implement its business and organizational strategies to achieve its mission and vision. The general objective of CPD is to drive the formulation and execution of effective corporate plans and programs to enable JHMC to achieve its desired outcomes.
 - b. We collaborate with JHMC divisions and departments to drive strategic planning and corporate performance. We seek to enhance JHMC's strategic knowledge and information on our operating environment, improve quality of collective strategic thinking, and continuously review and monitor JHMC's strategies and organizational performance.

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- Overseas the Community Relations Officer/ Information Officer IV for the accomplishment of the Corporate Social Responsibility (CSR), Gender and Development (GAD) and Press Relations activities.

A. SECURITY AND SAFETY DEPARTMENT

- Enforces the Program for Security and Safety
 - a. Ensures the strict compliance with environmental, security and safety rules and regulations
- Conducts investigation, special and intelligence operations as necessary
 - a. Deals with man-made threats such as illegal activities of criminal elements and violations of CJH rules and regulations
 - b. Deals with terrorist activities and intensifies drive against terrorism within the JHMC Area of Responsibility (AOR)
 - c. Deals with workplace accidents and incidents within the JHMC Area of Responsibility (AOR)
 - d. Conducts active and passive security operations in dealing with workplace violence within the JHMC Area of Responsibility (AOR)
- Monitors/supervises daily operations of the contracted security agency and conducts periodic evaluation as to its effectiveness
 - a. Supervises the daily deployment of the guards and forest rangers to their posts
 - b. Conducts daily and spot inspection of the guards
 - c. Conducts daily troop education and information dissemination regarding the different issues within the JHMC Area of Responsibility (AOR)
- Liaises with other security and government agencies
 - a. Coordinates with the local police for security during demolition of illegal structures within the Forest Reservation
 - b. Conducts monthly Security Council Conference with the different security agencies within Camp John Hay to ensure the coordination and teamwork between them
- Coordinates the implementation of the Fire Protection Program
 - a. Deals with fire outbreaks within Camp John Hay Reservation Area

- b. Coordinates with the John Hay Development Corporation Fire Station for trainings and actual fire incident response
- c. Maintenance of fire lines and pipelines at Yellow Trail
- Assists in the evaluation of compliance with Environmental Laws, policies and guidelines and other related JHMC rules and regulations
 - a. Ensures the protection of watersheds located within the JHMC Area of Responsibility (AOR)
 - b. Prevent proliferation of informal settlers and ensures that no construction within the Forest Reservation made without necessary permits

B. BUSINESS DEVELOPMENT DEPARTMENT

- Generation of additional revenues by
 - a. Attracting investment projects for the Camp John Hay (CJH) unleased areas;
 - b. Distribution of subdivision lots in John Hay Reservation Area; and
 - c. Conducting marketing event and activities at JHMC facilities inside CJH
- Conceptualizes business development programs based on corporate plans, directions, and master plans;
- Develops, recommends, and implements policies relevant to business development;
- Conducts and prepares studies which will enhance CJH as tourism economic zone; and,
- Establishes marketing events and promotional activities inside CJH.

C. LEGAL SERVICES DEPARTMENT

- Responsible for management of legal issues and cases involving the corporation
 - a. Issuance of legal opinion whenever requested
 - b. Contract drafting and/or review
 - c. Letter drafting and/or review as long as the subject involves legal matters;

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- d. Liaison with the Office of the Government Corporate Counsel with regard to:
 - i. Requests for legal opinion
 - ii. Requests for contract review
 - iii. Requests for representation in legal cases
 - iv. Requests for deputation to handle legal cases
- Liaison with Legal Services Department of the Bases Conversion and Development Authority with regard to legal matters involving BCDA; and
- Liaison with the Office of the Solicitor-General, through the BCDA Legal Services Department, with regard to cases involving ancestral titles sought to be cancelled.

III. OFFICE OF THE VICE PRESIDENT AND CHIEF OPERATING OFFICER

- Manage the daily operation of JHMC particularly on Business Development, Land and Assets Development, Environmental Management Division, Project Services Department, Special Economic Zone Department, Safety and Security Department, Finance and Administrative Services Department ensuring its achievement of set goals, efficiency of its operations, as well as implement its operating plans and programs;
- Manage the development and implementation of work programs, targets and goals of the concerned departments for the year, as well as the daily operation of JHMC;
- Direct, organize, control and coordinate the operations of the JHMC as an implementing arm of BCDA;
- Monitor and evaluate performance of the concerned departments, in terms of goals and targets to ensure the achievement of medium and long term goals;
- Establish and maintain liaison with the local government, NGOs, government agencies in a way that will provide for harmony in the pursuit of the government agenda in the locality;
- Oversee and ensure compliance to laws, rules and regulations of enterprises, locators, and residents; and
- Represent the JHMC in official dealings, under authority of the Chairman/President.

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A. ADMINISTRATIVE SERVICES DEPARTMENT

The Administrative Services Department (ASD) is the lead department in matters related to personnel management, records custody, procurement, general services, property and supply management, and Information and Communications Technology (ICT) operations.

The ASD is composed of four divisions comprising of the following:

1. HUMAN RESOURCES DIVISION

- Manages recruitment, placement and hiring of new personnel;
- Handles preparation of payroll for compensation and benefits of personnel;
- Facilitates the conduct of administrative investigations for any lapses or violations committed contrary to JHMC's Code of Discipline;
- Facilitates the conduct of periodic performance evaluation;
- Evaluates and reviews requests for additional manpower;
- Recommends training programs for personnel using best practices such as Training Needs Analysis (TNA), performance evaluation, surveys, and Focus Group Discussions (FGD);
- Recommends new policies or amendments of existing policies involving personnel administration; and
- Ensures effective management and employee relations by implementing programs designed to enhance morale, teamwork, and camaraderie

2. GENERAL SERVICES DIVISION

- Formulates and implements measures for safekeeping and issuance of equipment, furniture, supplies, and other JHMC properties;
- Recommends properties or materials for disposal, and undertakes periodic disposal of unserviceable properties and waste materials in accordance with existing government policies and procedures;
- Handles monitoring and dispatching of official vehicles and driver deployment;



- Manages basic or non-technical maintenance and repairs on JHMC properties, including vehicles, office equipment, furniture, and fixtures;
- Evaluates and verifies repairs and maintenance measures made on JHMC properties for the purpose of outsourcing or payment to service providers or disposal thereof;
- Processes and monitors payment of utilities, subscriptions, maintenance charges, property insurance and registration, and other related accounts;
- Undertakes periodic inventory count of JHMC properties and supplies;
- Ensures compliance with the requirements set forth by Republic Act 9184 and its Implementing Rules and Regulations (IRR) in the conduct of the procurement process;
- Serves as de-facto members of the Bids and Awards Committee (BAC) Secretariat;
- Conducts canvassing of procurement items under allowed circumstances; and
- Facilitates compliance with documentary requirements in the procurement of goods, infrastructure, and consulting services.

3. INFORMATION AND COMMUNICATIONS TECHNOLOGY DIVISION

- Undertakes the formulation, implementation and management of the JHMC Information Systems Strategic Plan (ISSP);
- Manages information systems from analysis, development, and implementation while maintaining data accuracy, integrity, security, and reliability of computer systems to automate manual processes, increase operational efficiency, or reduce costs;
- Handles maintenance, upgrades, and repairs on ICT infrastructure including network cabling, equipment, server, connectivity, and internet while ensuring that all authorized personnel are provided access to such at all times;
- Develops and maintains ICT operations policies in accordance with best practices and in compliance with existing rules and regulations;

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- Manages the records process from creation or receipt until disposition;
- Undertakes custody, archiving, and issuance of official JHMC records; and
- Ensures effective, constant flow of communications through the use of ICT

B. FINANCE DEPARTMENT

- Responsible for the direction, policy development, management and supervision of the various financial activities and functions of the department covering JHMC's financial reporting and recording, budgeting and financial monitoring, as well as treasury investments of the corporation;
- Responsible for the establishment and maintenance of financial records in the JHMC corporate book of accounts, ensuring that these are in accordance with generally accepted accounting and auditing practices;
- Prepare JHMC monthly financial statements and other financial reports;
- Record financial transactions in appropriate journal vouchers;
- Implement accounting policies and procedures in accordance with prescribed accounting standards;
- Prepares remittances of taxes withheld from compensation, payment to contractors, and other creditors according to the nature of tax deducted;
- Responsible for the preparation and monitoring of corporate budget in coordination with various department/offices of JHMC;
- Prepare the JHMC Corporate Operating Budget (COB);
- Develop and implement budget policies and procedures which include monitoring and control systems;
- Review and monitor budget utilization, analyze trends affecting budget needs and recommend budget adjustment if necessary;
- Validate the status of project implementation to ensure fund releases are in accordance with progress billings;
- Monitor compliance with JHSEZ IRR regarding financial reportorial requirements;

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- Responsible for the management of investments of JHMC Funds in various government securities;
- Receive funds and issues payments for and in behalf of JHMC;
- Accomplish and submit all required documents and reports on collection of receipts and disbursement of funds;
- Manage the revolving fund for the corporation;
- Recommend placement of funds available for short term investments;
- Safeguard stock certificate, bonds, all accountable forms and other valuable financial instruments; and
- Prepare daily cash position reports.

C. ENVIRONMENT AND ASSET MANAGEMENT DEPARTMENT

- Be primarily responsible for the enforcement of the provisions of the National Building Code of the Philippines and its IRR, as well as circulars, memoranda, opinions and decisions/orders issued pursuant thereto within the John Hay Special Economic Zone (JHSEZ). The Building Official's actions shall always be guided by appropriate orders/directives from the Secretary;
- Have overall administrative control and/or supervision over all works pertinent to buildings/structures in his area of responsibility and shall be charged with the processing of all permit applications and certificates as well as the issuance of the same;
- Ensure that all changes, modifications, and alterations in the design plans during the construction phase shall not start until the modified design plan has been evaluated and the necessary amendatory permit issued;
- Undertake annual inspections of all buildings/structures and keep an up-to-date record of their status; and
- Responsible for the planning and implementation of Environmental Management Program of the company as well as the overall management, implementation, monitoring of all JHMC infrastructure projects from conceptualization to wrap-up.

The EAMD is composed of three (3) divisions comprising of the following:



1. LAND AND ASSETS DEVELOPMENT DIVISION

- Facilitates land surveys and titling and generates all information/technical inputs pertinent to JHSEZ and reservation areas;
- Coordinates with BCDA on the master planning of the unleased areas;
- Liaises with government agencies (DENR, LGU, etc.) for the proper implementation of MDPs concerning land uses in the leased areas; and
- Conducts site verification and inspection of property boundaries.

2. ENVIRONMENT PROJECT SERVICES DIVISION

- Protects and conserves the environment and forest watershed reservation;
- Monitors development in the leased area in compliance with environmental and related laws (e.g. CEC, Waste Management, Air and Water Quality, Maintenance of the flora and fauna within the JHMC area of responsibility (gardens and nursery), tree-cutting, pruning, and earthballing); and
- Assists other departments.

3. PROJECT SERVICES DIVISION

- Monitors development in the leased area in compliance with approved Master Development Plan (MDP);
- Assists Office of the Building Official (OBO) in monitoring infrastructure within the leased areas in compliance with the National Building Code, including but not limited to evaluation and issuance of building permits and its ancillary permits;
- Prepares technical documents and implement infrastructure projects of JHMC;
- Monitors contracted infrastructure projects;
- Implements house repair guidelines in affected barangays;
- Issues permits for construction materials going in and out of the unleased area;



- Regularly upkeeps JHMC/BCDA facilities; and
- Assists other departments.

D. SPECIAL ECONOMIC ZONE (SEZ) DEPARTMENT

- Responsible in monitoring compliance of locators with JHSEZ IRR on registration and accreditation and oversees the operation of the One Stop Action Center (OSAC) as well as oversees the enforcement of JHSEZ and Customs Rules and Regulations on articles brought in and out of the JHSEZ;
- Monitors compliance of locators and enterprises with SEZ rules and regulations;
- Inspects all goods and articles in and out of the JHSEZ;
- Monitors compliance of locators and enterprises with all labor laws and regulations (85% compliance with Condition No. 8 of the 19 Conditionalities);
- Performs job matching (job openings of locators and enterprises vs. labor center database);
- Issues appropriate permits (Class 1 - daily permits: PBI/PBO/GP/LPF/AIP/PBO-TT/PBO-TEV);
- Issues Class 2 Permits (Permit to Operate (PTO)/temporary PTO/accreditation certificate/certificate of registration); and
- Liaises with other government organizations.

Approved by:



CESAR L. VILLANUEVA
Chairman

