

[NOV-080422-54](#)

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 **CORPORATE PLANNING STAFF**

**Salary: Job Level 7 PhP 554.15/day**

**Status: Fixed-term**

### **DUTIES AND RESPONSIBILITIES**

1. *Assists in the timely validation of the submitted reports for the Performance Evaluation Scorecard Monthly Monitoring Reports of JHMC.*
2. *Assists in the collation of the supporting documents for the Performance Scorecard Quarterly Monitoring Reports for the approval of the JHMC BOD and its timely submission to the GCG.*
3. *Provides overall coordination and assistance in the day-to-day operations of the Corporate Planning Unit (CPU).*
4. *Provides administrative support to the CPU.*
5. *Maintains a systematic file of all official documents.*
6. *Perform other related functions as may be assigned from time to time.*

### **QUALIFICATION STANDARDS**

<b>Education</b>	Bachelor's Degree in Office Administration or Management/Business Administration or Management Information Technology or Sciences/Public Administration/Economics/Statistics
<b>Skills</b>	Knowledgeable in Microsoft (MS) Word, Excel, Powerpoint and various Google Tools

All interested applicants are requested to submit their **Application Letter, Personal Data Sheet (CSC Downloadable form) with Photo and Transcript of Records in PDF File (do not submit other documents not being requested) through our official email address** indicating the position you are applying for as the subject on or before **10 August 2022** to:

#### **THE SELECTION COMMITTEE**

Attention: **Mr. Danny B. Latawan**, HR Manager

John Hay Management Corporation, Special Economic Zone, Camp John Hay, Baguio City

Telephone No. (074) 444-5823 or email us at: [mngmt@jhmc.com.ph](mailto:mngmt@jhmc.com.ph)

Visit our website at: [www.jhmc.com.ph](http://www.jhmc.com.ph)

### **EXTERNAL POSTING:**

Approved by:

  
**ALLAN RAZON GARCIA** 05-AUG-2022  
OPCEO-1651

President and CEO