

[HRD-NOV-2024-042 1<sup>st</sup> Posting](#)

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 **PROCUREMENT ASSISTANT**

**Status: Fixed-term Employee (Contractual)**

**Salary: Job Level 8, Php 678.20/day**

**DUTIES AND RESPONSIBILITIES**

1. *Routing of the JO or PO for budget availability and approval, and then forwarding the same to winning Bidder/s or Supplier/s for conforme;*
2. *Official transmittal of the duly signed JO or PO to the GSD-Property Unit for the delivery of procured goods and services;*
3. *Assist the Procurement Officer in the preparation of required reports and transmittals to the Commission on Audit (COA), Governance Commission for GOCCs (GCG)) and other government instrumentalities;*
  - a. *Copies of JO, PO and Contracts of ALL successful procurements of JHMC within five (5) days upon signing;*
  - b. *Submission of duly approved APP, APP-CUSE, List of Suppliers, PMRs, APCPIs, and other required documents as may be requested;*
  - c. *Systematic filing of procurement documents and other procurement-related files;*
4. *To assist the ASD Manager in terms of service of papers and correspondences and;*
5. *Perform other related tasks that may be assigned from time to time.*

**QUALIFICATION STANDARDS**

<b>Education</b>	Graduate of accounting, business management, social sciences or related field
<b>Experience</b>	Preferably prior experience in processing government procurement transactions
<b>Other Requirement</b>	Proficient in MS Office Application (Excel, Word and Powerpoint)

All interested applicants are requested to submit the following to the **Human Resource Division on or before 02 JULY 2024:**

1. Application Letter addressed to:

**THE SELECTION COMMITTEE**  
Attention: Mr. Danny B. Latawan, HR Manager

2. Curriculum Vitae with ID Picture and 3 character references
3. Transcript of Records *(if applicable)*
4. Diploma *(if applicable)*
5. National Bureau of Investigation (NBI) Clearance
6. Certificate of previous employment *(if applicable)*
7. Certificates of Training

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED**