

[HRD-NOV-2024-043 1st 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 **RECORDS CLERK**

Status: *Fixed-term Employee (Contractual)*

Salary: *Job Level 7, Php 554.14/day*

DUTIES AND RESPONSIBILITIES

1. *Receive and reproduce photocopies of document as requested.*
2. *Perform binding and laminating services.*
3. *Perform operation and routine maintenance of machine and its supplies to ensure continuous performance or use.*
4. *Monitor and submit a monthly report of the nature/type and number of services requested including data of documents reproduced.*
5. *Change or replace toner cartridges.*
6. *Coordinate with the Photocopying machine's supplier for problems encountered.*
7. *Performs other functions that may be assigned from time to time.*

QUALIFICATION STANDARDS

Education	High School Graduate
Experience	Has at least 1 year work experience

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