



Certificate Numbers:
SCP000466Q
SCUK004591E

HRD-NOV-2024-051 2nd 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 an EXECUTIVE CLERK TO THE OFFICE OF THE PRESIDENT AND CHIEF EXECUTIVE OFFICER

Employment Status: Contractual

Salary: Job Level 8, Php 678.20/day

DUTIES AND RESPONSIBILITIES

1. Assist in the routing (physical and via Document Tracking System) of the official communications and documents to and from the Office of the President and Chief Executive Officer (OPCO).
2. Assists in the monitoring and/or provides required actions from the OPCEO in the Human Resource Information System (HRIS).
3. Provides overall coordination and assistance in the day-to-day operations of the OPCEO.
4. Provides administrative support to the OPCEO.
5. Maintain a systematic file of all official documents.
6. Performs other related functions assigned from time to time.

QUALIFICATION STANDARDS

Education	Graduate of any Bachelor's Degree related to the job.
Experience	None
Training	None
Other Requirement	Knowledgeable in Microsoft (MS) Word, Excel, PowerPoint and various Google Tools

All interested applicants are requested to personally submit the following to the **Human Resource Division on or before 02 September 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

APPROVED BY:

Atty. Marlo Ignacio V. Quadra
President and Chief Executive Officer