

[HRD-NOV-2024-050 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 **HISTORICAL CORE TOUR GUIDE**

Employment Status: Contractual

Salary: Job Level 8, PhP 678.20/day

GENERAL DUTIES AND RESPONSIBILITIES

1. *Conduct Tours for guests and clients in the Historical Core*
 - *Lead and conduct informative and engaging tours for groups, providing detailed explanations about the history, culture, and significance of the sites visited*
 - *Tailor tours to the needs and interests of the group, ensuring all participants have a positive experience*
2. *Ensure safety of guests and clients*
 - *Ensure the safety of all tour participants by following safety protocols and providing clear instructions*
3. *Customer Service*
 - *Welcome guests and create a friendly and inclusive atmosphere.*
 - *Address any concerns or issues that arise during the tour in a professional and courteous manner*
4. *Provide a monthly report to the BDD on ticket sales by coordinating with the Ticketing Clerk/Cashier for the necessary data*
5. *Maintain Knowledge*
 - *Stay updated on the latest information about the tour sites, including historical facts, cultural changes, and new attractions*
 - *Continuously improve knowledge of the local area, history, and culture to enhance the quality of the tour experience*
6. *Report and Record*
 - *Keep detailed records of tours conducted, report to BDD in writing any issues and any incidents that occurred*
 - *Gather feedback and comments from guests and tourists*
7. *Provide assistance in the conduct of BDD events at the Historical Core*
8. *Perform other functions that may be assigned from time to time.*

QUALIFICATION STANDARDS

Education	Bachelor's Degree relevant to the job
Experience	Six (6) months relevant experience is an advantage
Training	Preferably with relevant training
Other Requirement	Proficient in English and Filipino Willing to render overtime Willing to work on Tuesdays to Sundays, including holidays (<i>due to influx of tourists on weekends and holidays</i>)

All interested applicants are requested to 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