

[HRD-NOV-2025-001](#)

03 January 2025

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 is in need of:

Position	INTERNAL AUDIT MANAGER
Employment Status	Regular
Salary	Job Grade 12, Step 1 Php 80,003.00

JOB SUMMARY

Leads in the assistance of the Internal Audit Office to the John Hay Management Corporation's (JHMC) Board of Directors in its oversight function through the Audit Committee with timely and relevant information to: (1) Safeguard the assets of the Corporation; (2) Enhance the accuracy and reliability of accounting data; (3) Improve efficiency, effectiveness, ethics and economy of operations; (4) Ensure compliance with laws and regulations and adhere to managerial policies.

GENERAL DUTIES AND RESPONSIBILITIES

- 1. Establish Internal Audit Charter in accordance with the Philippine Government Internal Audit Manual and the Professional Practice Framework for Internal Auditing.*
- 2. Establish a periodic audit strategic plan and annual work plan at least every three years.*
- 3. Responsible in the periodic review of the Internal Audit Charter and assess the progress of the implementation of the strategic and annual work plan.*
- 4. Responsible in the presentation of the Internal Audit Office's annual work plan to the Audit Committee and/or to the governing Board.*
- 5. Reports to the Audit Committee and the JHMC governing Board on all matters relating to risk pertaining to Internal Control, Management Control and Compliance with laws, rules and regulations including internal policies.*
- 6. Conducts compliance, management and operations audit.*
- 7. Review and appraise systems and procedures, organizational structures, assets management practices, financial and management records and reports.*
- 8. Present to the Audit Committee and to the governing Board the Audit observations and recommendations as a result of the audit.*
- 9. Engages in Continuous Professional Development of the Internal Audit Personnel.*
- 10. Conduct monitoring of all board approved audit recommendations.*
- 11. Determines the extent of coordination with the Commission on Audit Auditors to avoid duplication of audit effort.*
- 12. Ensures support of management in the conduct of internal audits.*
- 13. Prepares audit reports and discusses the conclusions and recommendations with management.*
- 14. Assists in the development process systems, policies and procedures by way of giving suggestions and recommendations.*
- 15. Provides advisory services to management as necessary.*
- 16. Acts as witness in (a) opening of bids; (b) conduct of physical inventory relative to the annual undertaking or in the event of a transfer or turn-over involving change of ownership and (c) disposition of properties.*
- 17. Performs other related functions, duties and responsibilities as maybe directed by the Governing JHMC Board or as may be necessary.*

The Equal Opportunity Principle is recognized by this office, and all qualified applicants will be given consideration for employment regardless of their preferred sex or gender, age, ethnicity, religious affiliation, civil status, national origin, disability status, or any other characteristics protected by law

QUALIFICATION STANDARDS

Education	<i>Bachelor's Degree in Law, Accountancy, Commerce or Business Administration major in Finance or other relevant bachelor's degree courses</i> <i>Certified Public Accountant or Certified Internal Auditor</i>
Experience	<i>3 years of relevant experience in administration, finance, internal control, and auditing.</i>
Training	<i>24 hours of relevant training</i>
Other Requirement	<i>with background in government accounting, auditing rules and regulations, knowledgeable of the International Professional Practices Framework for Internal Auditing, preferably with experience as an Auditor of a government corporation.</i>

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the HRD on or before **10 JANUARY 2025**:

1. Application letter
Addressed to the: President and CEO Atty. Marlo Ignacio V. Quadra
Attention: HR Officer, Avigale C. Villanueva
2. Notarized Personal Data Sheet (PDS) with at least three (3) character reference with email addresses
3. Transcript of Records and Diploma (if applicable)
4. Copies of Training Certificates, if applicable
5. NBI Clearance
6. Barangay Certification

LATE AND INCOMPLETE APPLICATIONS SHALL NOT BE ENTERTAINED