



# PORO POINT MANAGEMENT CORPORATION

A Member of the Bases Conversion and Development Authority Group



## NOTICE OF HIRING

Poro Point Management Corporation (PPMC) intends to engage the services of **Three (3) TECHNICAL ASSISTANTS** under **CONTRACT OF SERVICE**.

The **Technical Assistants** will provide assistance to the PPMC Board of Directors and will perform administrative support duties.

### QUALIFICATIONS:

<i>Education</i>	:	Bachelor's Degree Relevant to the Job
<i>Work Experience</i>	:	One (1) Year of Relevant Work Experience
<i>Training</i>	:	Eight (8) Hours of Relevant Training

### TERM OF ENGAGEMENT:

Six (6) months renewable at the option of the PPMC Board of Directors, but in no case shall exceed the term of the latter.

**RATE PER MONTH** : ₱ 31,328.00 per month inclusive of applicable tax charges

### REQUIREMENTS FOR SUBMISSION:

Qualified applicants are requested to **SUBMIT** the **COMPLETE REQUIREMENTS** provided hereunder to the Office for HR and Administration not later than the deadline for submission on **APRIL 25, 2025**, whether personally or through email:

- a. Application Letter addressed to:  
**Atty. Felix S. Racadio**  
**President and CEO**  
**Poro Point Management Corporation**  
**PPMC Administration Building**  
**Gov. Joaquin L. Ortega Avenue, Poro Point Freeport Zone**  
**City of San Fernando, La Union**
- b. Curriculum Vitae;
- c. Copy of College Diploma and/or Copy of Transcript of Records;
- d. Training Certificates;
- e. Medical Certificate attesting fitness to work (to be submitted before effectivity of Contract of Service);
- f. Negative Results of Drug Test (to be submitted before effectivity of Contract of Service); and
- g. BIR Certificate of Registration within one month from effectivity date of Contract of Service.

**IF SUBMISSION IS THROUGH EMAIL, PLEASE SUBMIT TO [poropointfreeportzone@gmail.com](mailto:poropointfreeportzone@gmail.com)**

*For further information, please contact Michelle A. Subala, HR Officer, at 0919-591-0470.*