



PORO POINT MANAGEMENT CORPORATION

A Member of the Bases Conversion and Development Authority Group



URGENT HIRING

Poro Point Management Corporation (PPMC) is in need of **one (1) EXECUTIVE SECRETARY**.

JOB GRADE/ BASIC MONTHLY SALARY	JG 10 / ₱ 36,619.00
EDUCATION	Bachelor's degree relevant to the job preferably Bachelor's Degree Major in English or Communication
TRAINING	Eight (8) hours of relevant training
WORK EXPERIENCE	Two (2) years of relevant work experience
DATE OF POSTING	June 16, 2025

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 **JUNE 24, 2025**, whether personally or through email:

- a. Application Letter addressed to:
Selection Committee
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/Resume with latest 2x2 ID picture;
- c. Copy of College Diploma;
- d. Copy of Transcript of Records; and
- e. Copy of Training Certificates.

IF SUBMISSION IS THROUGH EMAIL, PLEASE SUBMIT TO
poropointfreeportzone@gmail.com

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