



PORO POINT MANAGEMENT CORPORATION

A Member of the Bases Conversion and Development Authority Group



NOTICE OF HIRING

Poro Point Management Corporation (PPMC) is in need of **one (1) HR ASSISTANT**

PAY GRADE/ BASIC MONTHLY SALARY	PG 15 / ₱ 44,148.00
EDUCATION	Bachelor's degree relevant to the job
TRAINING	Eight (8) hours of relevant training
WORK EXPERIENCE	Two (2) years of relevant work experience
DATE OF POSTING	February 18, 2026

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 **FEBRUARY 26, 2026**, whether personally or through email:

- a. Signed 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. Signed Comprehensive Resume with recent 2x2 ID picture;
- c. Copy of College Diploma; and
- d. Copy of relevant Training Certificates.

IF SUBMISSION IS THROUGH EMAIL, PLEASE SEND YOUR SUBMISSION IN PDF FORMAT TO: poropointfreeportzone@gmail.com

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