



May 24, 2019

Notice of Vacancies
(Job Order Contractors)

Attached is the Notice of Vacancies for the vacant Job Order Contractor positions in the Corporation with the minimum qualification standards for filling-in.


Application form together with, fully accomplished Personal Data Sheet with recent passport-sized picture and Work Experience Sheet (CS Form No. 212-revised 2017), authenticated certificate of eligibility or board rating certificate Diploma, Transcript of Records, Sworn Declaration / Identification of Relatives in PhilHealth, Certification of No Conflict of Interest, and Non-Disclosure Agreement Form shall be submitted to **Human Resource Development Unit (HRDU) at 5th Floor VCP Building, 68 Kalayaan Avenue, Teacher's Village West, Quezon City.**

Application period: May 24 to June 2, 2019

Only applications submitted within the application period and with complete documents shall be considered for evaluation.

You may contact HRU at 441-5677 or 441-5680 for queries.

By authority of Gilda Salvacion A. Diaz
Vice President
PhilHealth Regional Office NCR


JANICE GEM P. PERLAS, M.D.
Officer In Charge
PhilHealth Regional Office NCR





LIST OF VACANCY (Job Order Contractor)

Position, SG:	Legal Researcher III /Special Investigator III/ SG-18
Organizational Unit: (Place of Assignment)	Legal Services Unit, PhilHealth Regional Office NCR 15 vacant positions
Minimum Qualification Standards:	<ol style="list-style-type: none">1. Education: Bachelor's degree relevant to the job2. Experience: One year relevant experience3. Training: Eight hours of relevant training4. Eligibility: None required
Additional Qualification Requirement / Preference:	<ol style="list-style-type: none">1. Preferably a graduate of Bachelor of Laws
Job Description:	<ol style="list-style-type: none">1. Assist in the conduct of collection activities and investigation;2. Draft pleadings, demand letters and other documents;3. Perform other additional tasks as may be deemed necessary.



LIST OF VACANCY (Job Order Contractor)

Position, SG:	Anti-Fraud Legal Officers / SG-23
Organizational Unit: (Place of Assignment)	Legal Services Unit, PhilHealth Regional Office NCR
Minimum Qualification Standards:	<ol style="list-style-type: none">1. Education: Bachelor of Laws2. Experience: One year relevant experience3. Training: Eight hours of relevant training4. Eligibility: R.A. 1080/ Bar
Job Description:	<ol style="list-style-type: none">1. Provide technical legal support;2. Perform other additional tasks as may be deemed necessary.