



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

PhilHealth Regional Office – National Capital Region
 VCP Building, 68 Kalayaan Avenue, Teachers Village West, Quezon City
 Call Center: (02) 8441-5680 | Trunkline: (02) 8441-5677
 www.philhealth.gov.ph



November 4, 2020

PRO NCR HRU MEMORANDUM

No. **2020-027**_{my}

TO : ALL INTERESTED APPLICANTS

FROM : *[Signature]* **ELIZABETH S. FERNANDEZ, M.D.**
 Vice President
 PhilHealth Regional Office – NCR

SUBJECT : Notice of Vacancies (Casual Position)

Attached is the List of Vacancies for casual positions in the Corporation authorized to be filled indicating the corresponding item number, salary grade and qualification standards.

Application Form (Annex D) together with Personal Data Sheet with recent passport-sized picture and Work Experience Sheet (CS Form No. 212-revised 2017), curriculum vitae, recent ID picture, certificate of eligibility, copies of diploma, Transcript of Records, training certificates, employment certificates, Sworn Declaration/Identification of Relatives in PhilHealth, Certification of No Conflict of Interest, and Non-Disclosure Agreement Form shall be directly submitted to **Human Resource Unit (HRU)** at **5th Floor VCP Building, #68 Kalayaan Avenue, Teacher's Village West, Quezon City.**

Application Period: **NOV 05 2020 TO NOV 14 2020**

After such period, no applications shall be entertained. Further, only applicants with complete documents shall be considered for evaluation.

You may contact HR Unit at (8)441-5677 or (8)441-5680 for further queries.

MASTER COPY
 DATE 11-5-2020
 DO NOT WRITE ON THIS COPY





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UNIVERSAL HEALTH CARE
PhilHealth is a member of the Universal Health Care System

LIST OF VACANCIES

CASUAL

<p>Position / SG:</p> <p>Organizational Unit: (Place of Assignment) and Item Number</p>	<p>Social Insurance Assistant I (PCARES) / Salary Grade-8</p> <p>PRO NCR NORTH - Office of the Manager Casual Item Nos: CAS-0006-0099 (re-posting) CAS-0006-0104 (re-posting) CAS-0006-0105 (re-posting) CAS-0006-0111 CAS-0006-0118 (re-posting) CAS- 0006-0119(re-posting)</p> <p>PRO NCR SOUTH - Office of the Manager Casual Item Nos: CAS-0006-0122 (re-posting) CAS-0006-0137 (re-posting)</p>
<p>Minimum Qualification Standard (QS):</p>	<ol style="list-style-type: none"> 1. Education: Completion of two (2) years studies in College 2. Experience: One (1) year relevant experience 3. Training: Four (4) hours relevant training 4. Eligibility: Career Service (Sub-professional)/First Level Eligibility
<p>Additional Qualification Requirement / Preference:</p>	<ol style="list-style-type: none"> 1. Education: Bachelor of Science in Nursing 2. Eligibility: R.A. 1080 / Registered Nurse 3. Preferably a resident of a locality within the jurisdiction of the PhilHealth Regional Office where he/she is applying; 4. No affiliation with the Health Care Institution (HCI) officers or its employees/staff up to the 4th degree of affinity or consanguinity; 5. Willing to be assigned in any of the accredited HCIs within the jurisdiction of the PhilHealth Regional Office he/she is applying to.

MASTER COPY
 D. Ca. Crystal P. Salazar DATE 11-5-2020





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Job Description:

1. Provide members, dependents and other clients with assistance during admission, confinement and discharge;
2. Conduct surveys at the HCI level in aid of policy formulation;
3. Perform tasks in support of the No Balance Billing (NBB) policy formulation, point-of-service enrolment, and other priority projects of the Corporation that may require provision of services to members at the point-of-benefit availment;
4. Liaise between the member, the HCI, the Corporation and other stakeholders to ensure benefits are availed and Customer experience at the HCI level is well documented;
5. Responsible for providing client assistance at the point-of-benefit availment (to be assigned to a specific hospital or act as roving PhilHealth CARES for several hospitals within the PhilHealth Regional Offices' jurisdiction);
6. Performs other related task as may be assigned but within the bounds of the rules of the Corporation.





LIST OF VACANCIES

CASUAL

Position / SG:	Clerk III / SG-6
Organizational Unit: (Place of Assignment) and Item Number	PRO NCR Central <u>IT Unit</u> CAS-1902-0178 (re-posting) <u>Reach Out</u> CAS-0008-0015 PRO NCR South <u>Benefits Administration Section</u> CAS-1901-0090 <u>Global City Satellite Office (SM Aura)</u> CAS-1902-0174
Minimum Qualification Standard (QS):	<ol style="list-style-type: none"> 1. Education: Completion of two (2) years studies in College 2. Experience: None required 3. Training: None required 4. Eligibility: Career Service (Sub-professional)/First Level Eligibility
Additional Qualification Requirement / Preference:	<ol style="list-style-type: none"> 1. Education: Bachelor's degree graduate. 2. Excellent typing skills. 3. Familiar with different programming language for IT vacancy
Job Description:	<ol style="list-style-type: none"> 1. Performs frontline services. 2. Receives and encodes various documents. 3. Assist in the operations and monitoring of all activities related to the operations and maintenance of the network operating systems of the branch. – IT Vacancy 4. Responds to IT related inquiries and assistance of branch Personnel. – IT Vacancy 5. Performs other related task as may be assigned.

MASTER COPY
 Date Crystal / Salary Date 11-5-2024

