

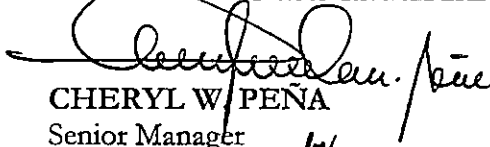


May 31, 2021

HRD MEMORANDUM

No. 2021-06-006

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PEÑA
Senior Manager
Human Resource Department

SUBJECT : Notice of Vacancy (Casual Position)

Attached is the Vacancy for casual position in the Corporation the corresponding item number, salary grade and qualification standard that are authorized to be filled.

PhilHealth recognizes the right to equal opportunity in the workplace. Thus, all qualified applicants will be considered for employment without regard to age, ethnicity, religion, sex, civil status, national origin, disability status, political affiliation, or any other similar factors/personal circumstances which run counter to the principles of merit and fitness and equal employment opportunity.

Qualified applicants are advised to send their complete application documents at the **Human Resource Department (HRD)** at **Room 1507 15th floor CityState Center Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City** or at email address recruitment@philhealth.gov.ph until

JUN 10 2021

List of requirements to be submitted:

Internal Applicant:

1. Application Form;
2. Personal Data Sheet (PDS) CS Form No. 212, Revised 2017 with Work Experience Sheet (WES)

External Applicant:

1. Application Form;
2. Personal Data Sheet (PDS) or CS Form No. 212, Revised 2017 with Work Experience Sheet (WES);
3. Original copy of authenticated certificate of eligibility/rating/license
 - 3.1 Certificate of Eligibility issued by the CSC or CESB; or
 - 3.2 Valid professional license and certificate of registration issued by PRC/SC for positions involving practice of profession; or





Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

Citystate Centre, 709 Shaw Boulevard, Pasig City
Call Center: (02) 8441-7442 | Trunkline: (02) 8441-7444
www.philhealth.gov.ph



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- 3.3 Professional licenses or Certificate of Registration or Report of Rating issued by PRC/SC for positions not involving practice of profession
- 3.4 Valid licenses issued by authorized regulatory agencies
4. Certification of last year's Performance Rating in the Present Position (for applicants with work experience);
5. Clearances
 - 5.1 Valid National Bureau of Investigation (NBI) or Police Clearance
 - 5.2 Clearance from Money, Property and Work-related Accountabilities from former office (CS Form No. 7, s.-2017) – if applying from transfer from another government agency/office (to be submitted only upon request of the HRD/HRU)
- ~~6. Performance Rating for a period of one (1) year (as applicable)~~
7. Certified True Copies of Scholastic Records/Academic Records – such as diploma and transcript of records or certification from the Department of Education (DepEd) and/or Commission on Higher Education (CHED) on the authenticity and equivalency of the subjects/courses taken.
8. Certified True Copies of certificates of Training Attended (applicants who will submit thru email or online shall be required to present the original copies of the documents during the scheduled interview).
9. Sworn Declaration/Identification of Relatives Form;
10. Certification of No Conflict of Interest Form; and
11. Non-disclosure Agreement Form.

Application documents submitted in the following instances shall no longer be considered/accepted:

- a. Submitted beyond the publication/posting period;
- b. Documents not properly filled-out; and/or,
- c. Incomplete attachments

You may contact HRD at (02) 8441-7442 local 7521 for queries on matters not covered by this advisory.



CASUAL

Position, SG: Item No.: Organizational Unit:	Social Insurance Assistant I (SG – 8) CAS-0100-0149 Quality Assurance Group
	Education: Completion of two (2) years studies in college Work Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (Subprofessional)/ First Level Eligibility
Job Description:	<p>Duties and Responsibilities of the Position:</p> <ol style="list-style-type: none"> 1. Receives, records and tracks all incoming and outgoing documents and maintain accurate and updated log; 2. Ensures timely release of documents to concerned Staff/Office/Department; 3. Ensures that all supporting documents are complete and other requirements complied with before they are forwarded for action/decision; 4. Establishes and maintains systematic filing of all Team documents for easy retrieval, updating and disposal; 5. Prepares/types reports, memoranda, communications and other documents of the Team; 6. Organize meeting/workshops and FGDs of the team and prepare necessary documents for conduct of said activity; 7. Document meeting/discussion/dialogue proceeding as may be assigned by the supervisor; 8. Prepares payment/disbursement documents, annual planning and budget documents property and supplies documents and other admin-related tasks; 9. Represent PCB Team in meetings and other activities as may be instructed by the Team Leader; and 10. Performance of other duties as may be assigned by the Team Leader.