



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



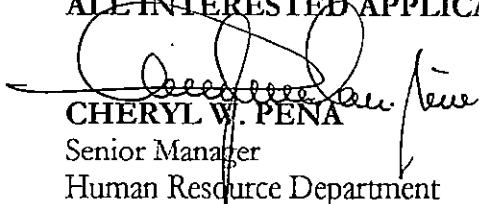
UNIVERSAL HEALTH CARE
KAWALAHAN SA SERBISYO PARA SA LAHAT

October 25, 2021

HRD MEMORANDUM

No. 2021-10-073

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PENA
Senior Manager
Human Resource Department

SUBJECT : Notice of Vacancies (Job Order Positions)

Attached is the List of Vacancies for casual positions 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 **November 5, 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



UNIVERSAL HEALTH CARE
TAUSTAYAN NG SAHOGS PARA SA LAHAT

- 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 or 7522 for queries on matters not covered by this advisory.



Job Order

Position Title:	RESEARCH ASSISTANT
Office Assignment:	Corona Virus Disease - 2019 (COVID-19) Expert Panel and Program Management Team
Salary Grade:	SG-15
Daily Rate:	Php. 1,665.33
No. of Vacant Positions:	2
Qualifications	
Education:	Bachelor's degree relevant to the job
Training:	8 hours of relevant training
Experience:	2 years relevant experience
Eligibility:	Career Service Professional / 2nd Level Professional
Additional Qualification Requirement:	Allied Health Professional, Proficient in Microsoft Office, Internet, Excellent, Communication Skills (Written And Oral), Coordination Skills And Team Player
Job Description:	<ol style="list-style-type: none"> 1. Gather relevant literature, reviews existing policies and guidelines, formulates and submits policy recommendations as input to the Expert Panel for COVID-19; 2. Develops policies, manual of operations and/or guidelines for the implementation of the benefit package/s; 3. Provides technical inputs and recommendations in the design and conduct of activities pertinent to new and enhanced benefits; 4. Prepares technical report/documentation of workshops and activities related to the benefit package/s assigned; 5. Address issue and concerns of internal and external stakeholders relevant to the task assigned; 6. Prepares and collates accomplishment of self and the COVID-19 Expert Panel members; and 7. Performance of other tasks as may be assigned or delegated by supervisor.