

UNIVERSAL HEALTH CARE

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

January 19, 2021

PRO NCR HRU MEMORANDUM

TO ALL INTERESTED APPLICANTS

**FROM** 

Vice President

Area II- South Luzon and NCR

And Concurrent Vice President, PRO 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.

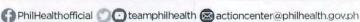
Application Period: JAN 2 0 2021 TO JAN 2 9 2021

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

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











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Position / Salary Grade:	CLERK III / Salary Grade - 6
Organizational Unit: (Place of Assignment) and Item Number	PRO NCR NORTH Collection Section CAS-1902-0106
	POEA - OFP CAS-1902-0148
	PRO NCR CENTRAL Reachout CAS-0008-0013
	PRO NCR SOUTH LHIO Pasig CAS-1901-0022 CAS-1901-0130
	Benefits Administration Section CAS-1901-0099
	Collection Section CAS-1902-0174 (Reposting)
Minimum Qualification Standard (QS):	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.:	1. Education: Bachelor's degree graduate
	2. Excellent typing skills









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Job Description:

### Duties and Responsibilities of the Position:

- 1. Performs frontline services.
- 2. Receives and records all incoming and outgoing communications/correspondences, reports and documents to and from the office;
- 3. Ensures that all communications are received and/or forwarded to concerned accountable offices/personnel;
- 4. Drafts reports, memoranda, correspondences and other documents of the office;
- 5. Establishes and maintains a systematic and updated filing system;
- 6. Maintains inventory of offices' supplies and materials;
- 7. Assists in organizing and documenting meetings called for the supervisor/head of office;
- 8. Assists in answering of telephone calls and attending to office clients;
- 9. Performs other related task as may be assigned and delegated by the immediate supervisor.











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Position / Salary Grade:	COURIER / Salary Grade – 4
Organizational Unit:	PRO NCR CENTRAL Benefits Administration Section
Item Number:	CAS-1903-0111
Minimum Qualification Standard (QS):	1. Education: High School Graduate 2. Experience: None Required 3. Training: None Required 4. Eligibility: None Required
Job Description:	Duties and Responsibilities of the Position:  Under general supervision, the Courier is responsible for serving and receiving orders, processes, and such other documents to and from the PRO NCR offices.







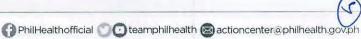


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Position / Salary Grade:	SOCIAL INSURANCE ASSISTANT I (PhilHealth Accounts Information Management Specialist) / Salary Grade - 8
Organizational Unit:	PRO NCR SOUTH Collection Section
Item Number:	CAS-0005-0065
Minimum Qualification Standard (QS):	1. Must be a Bachelor's degree holder, preferably a financial, business management or marketing related course; preferably with marketing sales, financial or accounts management work experience or training;
	2. Must be willing to undergo field work;
	3. Must have at least a Career Service (Sub-Professional)/First Level Eligibility;
	4. Knowledgeable on Microsoft Word, Excel and Powerpoint and willing to learn new computer programs/applications;
	5. With good interpersonal and communication skills;
	6. Preferably a local resident within the area of coverage of the LHIO or willing to be assigned to the LHIO;
	7. Must not be a relative of any PhilHealth employee up to 5 <sup>th</sup> degree of consanguinity or affinity in accordance with CSC or internal issuance.
Job Description:	Duties and Responsibilities of the Position:
	Ensure employee compliance to PhilHealth membership registration,     Premium remittance and reportorial requirements;
	2. Conduct account management and monitoring on the assigned accounts, i.e. evaluation of remittance and reporting standing of employers within your area of jurisdiction.
	3. Ensure that expected output/deliverables are attained;
	4. Perform other additional tasks as may be deemed necessary to achieve the objectives of the PhilHealth Accounts Management and Monitoring Strategy (PAMMS)









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Position / Salary Grade:	SOCIAL INSURANCE ASSISTANT I (PCARES) / Salary Grade – 8
Organizational Unit:	PRO NCR NORTH
	Office of the Manager
	CAS-0006-0099 (Reposting)
	CAS-0006-0104 (Reposting)
	CAS-0006-0105 (Reposting)
	CAS-0006-0111 (Reposting)
	CAS-0006-0118 (Reposting)
	CAS-0006-0119 (Reposting)
	PRO NCR CENTRAL
	Office of the Manager
	CAS-0006-0080
	PRO NCR SOUTH
	Office of the Manager
	CAS-0006-0122 (Reposting)
	CAS-0006-0137 (Reposting)
	CAS-0006-0139
Minimum Qualification Standard (QS):	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
Additional Qualification Requirement / Preference:	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 employee/ staff up to the 4 <sup>th</sup> 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.













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#### Job Description:

### **Duties and Responsibilities of the Position:**

- 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.











