



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



UNIVERSAL HEALTH CARE
 PANGKALAKARAN NG MANGGAGAWA

January 19, 2021

PRO NCR HRU MEMORANDUM

No. **2021-017** *by*

TO : ALL INTERESTED APPLICANTS

FROM : *Francisco Z. Soria, Jr.*
DR. FRANCISCO Z. SORIA, JR.
 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 20 2021 TO JAN 29 2021

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: *1-20-21*
 Maria Cristal P. Salazar DATE





LIST OF VACANCIES

CASUAL

<p>Position / Salary Grade:</p> <p>Organizational Unit: (Place of Assignment) and Item Number</p>	<p>CLERK III / Salary Grade - 6</p> <p><u>PRO NCR NORTH</u> Collection Section CAS-1902-0106</p> <p>POEA - OFP CAS-1902-0148</p> <p><u>PRO NCR CENTRAL</u> Reachout CAS-0008-0013</p> <p><u>PRO NCR SOUTH</u> LHIO Pasig CAS-1901-0022 CAS-1901-0130</p> <p>Benefits Administration Section CAS-1901-0099</p> <p>Collection Section CAS-1902-0174 (Reposting)</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: None required 3. Training: None required 4. Eligibility: Career Service (Sub-professional)/First Level Eligibility
<p>Additional Qualification Requirement / Preference.:</p>	<ol style="list-style-type: none"> 1. Education: Bachelor's degree graduate 2. Excellent typing skills





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UNIVERSAL HEALTH CARE
KALAHATI SA LAHAT NG PARTIDA

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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COPY

Daria Crystal P. Salazar/ATE/-20-21





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UNIVERSAL HEALTH CARE
 ESTABLISHED AT KALINGA PALA 1980

LIST OF VACANCIES
CASUAL

Position / Salary Grade:	COURIER / Salary Grade – 4
Organizational Unit:	PRO NCR CENTRAL <u>Benefits Administration Section</u>
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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 Maria Crystal P. Salazar/ATE/2021





LIST OF VACANCIES
CASUAL

Position / Salary Grade:	SOCIAL INSURANCE ASSISTANT I (PhilHealth Accounts Information Management Specialist) / Salary Grade - 8
Organizational Unit:	<u>PRO NCR SOUTH</u> Collection Section
Item Number:	CAS-0005-0065
Minimum Qualification Standard (QS):	<ol style="list-style-type: none"> 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 5th degree of consanguinity or affinity in accordance with CSC or internal issuance.
Job Description:	<p>Duties and Responsibilities of the Position:</p> <ol style="list-style-type: none"> 1. 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)

MASTER COPY
 Date: 1-20-21
 by: Crystal P. Salazar





LIST OF VACANCIES

CASUAL

Position / Salary Grade: Organizational Unit:	SOCIAL INSURANCE ASSISTANT I (PCARES) / Salary Grade – 8 PRO NCR NORTH <u>Office of the Manager</u> 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 <u>Office of the Manager</u> CAS-0006-0080 PRO NCR SOUTH <u>Office of the Manager</u> CAS-0006-0122 (Reposting) CAS-0006-0137 (Reposting) CAS-0006-0139
Minimum Qualification Standard (QS):	<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
Additional Qualification Requirement / Preference:	<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 employee/ 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
 Date: April 11, 2021





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UNIVERSAL HEALTH CARE
PROTECTING AND PROMOTING FAMILIES

<p>Job Description:</p>	<p>Duties and Responsibilities of the Position:</p> <ol style="list-style-type: none">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.
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MASTER COPY
Dona Crystal P. Salazar DATE 1/20/21

