

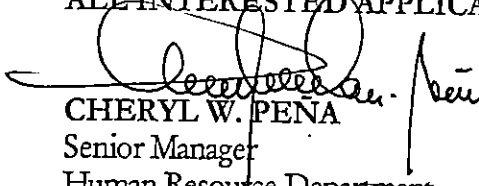


February 10, 2022

HRD MEMORANDUM

No. 2022-02-020

TO : ALL INTERESTED APPLICANTS

FROM : 
 CHERYL W. PENA
 Senior Manager
 Human Resource Department

SUBJECT : Notice of Vacancies (Casual Position)

Attached is the Vacancies for casual position in the Corporation with the corresponding item number, salary grade and qualifications standard, authorized for filling-in.

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.

The HRD shall prepare record of applicants with special needs and determine proper assistance to be provided according to their needs (i.e. auxiliary aids in coordination with appropriate agency or institution, ramp, wheelchair, elevators, and lactation room).

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 **February 21, 2022**.

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
PAGSUSULAP SA RAHINDA PARA SA TUNAY

- 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:	Clerk III (SG – 6) CAS-0100-0020 Benefits Development & Research Department
	Education: Completion of two (2) years studies in college Work Experience: None required Training: None required Eligibility: Career Service (Subprofessional)/ First Level Eligibility
Job Description:	<p>Duties and Responsibilities of the Position:</p> <ol style="list-style-type: none"> 1. Records all incoming communications, reports, documents and maintains accurate and updated logbook or any keeping device; 2. Records all outgoing communications, reports, documents of any other records and ensures that corresponding copies are kept on files; 3. Establishes a systematic filing system and maintains a complete and updated file of documents; 4. Ensures that all communications are received and forwarded to concerned accountable officers; 5. Receives all calls and visitors of the division/ office/ department; 6. Type reports, memoranda, correspondence, communications and all other output necessary for the attainment of the tasks of the division /office/ department; 7. Assists in organizing meeting/s called for by the officers of the division/office/department; 8. Ensures that all supporting documents are complete and other requirements complied with before they are forwarded for action/decision; and 9. Performs other related tasks that may be assigned or delegated by the supervisor.

CASUAL

Position, SG: Item No.: Organizational Unit:	Clerk III (SG - 6) CAS-0100-0057 and CAS-0100-0067 Human Resource Department
	Education: Completion of two (2) years studies in college Work Experience: None required Training: None required Eligibility: Career Service (Subprofessional)/ First Level
Job Description:	Duties and Responsibilities of the Position: <ol style="list-style-type: none">1. Maintains manual/computerized record of incoming and outgoing documents for easy document tracking.2. Forwards received documents to concerned HR Staff for appropriate action.3. Released outgoing documents to concerned Offices/Departments.4. Regularly maintains systematic filing of HR documents for easy retrieval anytime needed.5. Answers telephone call and forwards the same to concerned HR Staff.6. Ensures that the Office is clean and organized at all times.7. Ensures continuous self-learning to improve/enhance competencies in HR management and Development.8. Performs other duties as may be assigned.