



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

Citystate Centre, 709 Shaw Boulevard, Pasig City
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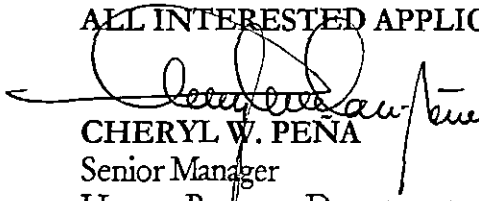
UNIVERSAL HEALTH CARE
 KALUSUGAN AT KALINDA PARA SA LAHAT

4 May 2022

HRD MEMORANDUM

No. 2022-05-015

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PEÑA
 Senior Manager
 Human Resource Department

SUBJECT : Notice of Vacancies (Job Order Positions)

Attached is the Vacancies for Job Order positions 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 1506 15th floor CityState Center Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City or at email address recruitment@philhealth.gov.ph until **May 16, 2022**.

List of requirements to be submitted:

Internal Applicant:

1. Application Form*
2. Properly accomplished and updated Personal Data Sheet (CS Form No. 212 Revised 2017) with recent passport sized photo and Work Experience Sheet (WES)**
3. Certificate of Performance Rating (latest rating period)

External Applicant:

1. Application Form*
2. Properly accomplished, updated, and **notarized** Personal Data Sheet (CS Form No. 212 Revised 2017) with recent passport sized photo and Work Experience Sheet (WES)**
3. Authenticated Certificate of eligibility/rating/license
 - a. Eligibility issued by the CSC or CESB



- b. Valid Professional license or Certificate of Registration issued by the PRC/SC
- c. Valid licenses issued by authorized regulatory agencies
4. Certificate of Performance Ratings for the present position (for a period of one (1) year), if employed
5. Copies of Scholastic/Academic Records - Transcript of Records and Diploma or Certification from the DepEd and/or the CHED on the authenticity and equivalency on the subjects/courses taken
6. Copies of Certificates of Trainings attended
7. Sworn Declaration/Identification of Relatives *
8. Certification of No Conflict of Interest*
9. Non-Disclosure Agreement*

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 7522 for queries on matters not covered by this advisory.

* downloadable from the PhilHealth website

** downloadable from www.csc.gov.ph



LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Salary Grade: Daily Rate: No. of Vacant Position:	Anti-Fraud Legal Officer Protest and Appeals Review Department SG-23 Php 4, 026.06 2
Qualifications:	Education: Bachelor of Laws Experience: One (1) year of relevant experience Training: Eight (8) hours of relevant training Eligibility: RA 1080 (BAR)
Job Description:	<ol style="list-style-type: none">1. Responsible for providing legal support to the Protests and Appeals Review Department (PARD);2. Reviews and analyzes documents such as notes, memoranda, circulars, correspondences, orders, reports, briefs, and arguments based on statutory laws or decision;3. Review Resolutions prior the recommendation of the Division Chief (DC) and approval of the Senior Manager; and4. Performs such other functions as may be assigned by the Department Manager.

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Salary Grade: Daily Rate: No. of Vacant Position:	Medical Evaluator Protest and Appeals Review Department SG-23 Php 4,026.06 3
Qualifications:	Education: Doctor of Medicine Eligibility: RA 1080 (Physician Licensure Exam)
Job Description:	<ol style="list-style-type: none"> 1. Reviews and evaluates appeals on denied claims according to policies and rules and submits recommendations for review of the Medical Officer VII; 2. Ensures that all appeals are evaluated as regards medical aspect within guidelines and policies of the Corporation; 3. Validates eligibility requirements and other indicators required before and after medical evaluation review; 4. Establishes facts/information needed in deciding and recommends measures on what action to take on submitted claims; 5. Formulates and suggests measures to improve the process and policies in appeals review; 6. Conducts direct contact with appellants for more in-depth medical opinion; and 7. Performs such other functions as may be assigned by the Division Chief and Department Manager.

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Salary Grade: Daily Rate: No. of Vacant Position:	Legal Researcher III Protest and Appeals Review Department SG-18 Php 2,216.56 3
Qualifications:	Education: Bachelor's degree relevant to the job Experience: One (1) year of relevant experience Training: Eight (8) hours of relevant training
Job Description:	<ol style="list-style-type: none">1. Prepares drafts of legal documents such as resolutions, notes, memoranda, circulars correspondences, orders, reports, briefs, and arguments based on statutory laws or decision;2. Researches and studies legal records and documents to gather data applicable to appeals on denied claims; and3. Performs other duties as may be assigned.

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Salary Grade: Daily Rate: No. of Vacant Positions:	Driver Physical Resources and Infrastructure Department SG-6 Php 809.64 6
Qualifications:	Education: Elementary School Graduate Work Experience: None required Training: None required Eligibility: Driver License (MC 11, s. 96 - Cat. II)
Job Description:	<ol style="list-style-type: none"> 1. Transports the authorized officials and employees of the Office to and from their official destinations; 2. Ensures that the authorized officials and employees of the Office gets to his/her destination promptly and safely; 3. Performs minor repairs and mechanical troubleshooting task when necessary; 4. Ensures that vehicle is in good running condition and clean at all times by doing daily cleaning and check-up and/or minor vehicle repairs/troubleshooting; 5. Reports immediate needs for vehicle maintenance/repairs to concerned Office; 6. Accomplishes and submits Daily Trip Tickets and maintains records of official travels including all other documents required before and after trips/travels; and 7. Performs other related task that may be assigned