

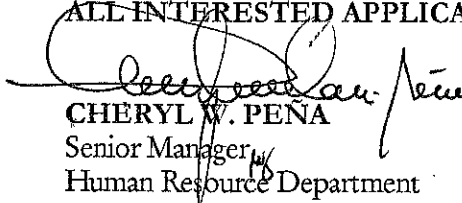


12 October 2022

HRD MEMORANDUM

No. 2022- 10-048

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PENA
Senior Manager
Human Resource Department

SUBJECT : Hiring of Job Orders in the Head Office

The Human Resource Department is accepting applicants to the vacant Job Order (JO) positions in the Head Office. Attached are the details of the JO positions authorized to be filled.

Qualified applicants are advised to submit their complete application documents, listed below to the Human Resource Department (HRD), Room 1506, 15/F CityState Center Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City or email recruitment@philhealth.gov.ph with the subject line format: Application to Vacant JO <Position Title> until **24 OCTOBER 2022**.

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 (if applicable);
 - 3.1 Certificate of Eligibility issued by the CSC or CESB
 - 3.2 Valid Professional license or Certificate of Registration issued by the PRC/SC
 - 3.3 Valid licenses issued by authorized regulatory agencies
4. 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;
5. Copies of Certificates of Trainings attended;
6. Sworn Declaration/Identification of Relatives;
7. Certification of No Conflict of Interest; and
8. Non-Disclosure Agreement.

Existing JOs in the Head Office may submit item nos. 1 and 2 only.

You may contact the HRD Recruitment, Selection, and Placement (RSP) Team at (02) 8441-7442 local 7522 for queries on matters not covered by this advisory.



LIST OF VACANCIES

Job Order

Position Title:	Senior Investments Specialist
Office Assignment:	Treasury Department
Job Grade:	11
Daily Rate:	Php 2,835.66
No. of Vacant Positions:	1
Qualification Standards:	Education: Bachelor's degree relevant to the job Work Experience: 2 years of relevant experience Training: 8 hours of relevant training
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Administer the calendar of activities in coordination with the Secretariat For The Bids and Awards Committee (SBAC) on the conduct of public hiring of Five (5) Local Fund Managers (LFMs); 2) Analyzes corporate financial results and key economic indicators; 3) Prepare company evaluation report based on asset allocation of LFMs; and 4) Monitor and prepare monthly fund performance of LFMs.

LIST OF VACANCIES
Job Order

Position Title:	Investments Specialist
Office Assignment:	Treasury Department
Job Grade:	10
Daily Rate:	Php 2,384.23
No. of Vacant Positions:	2
Qualification Standards:	<p>Education: Bachelor's degree relevant to the job</p> <p>Work Experience: 1 year of relevant experience</p> <p>Training: 4 hours of relevant training</p>
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Assist in the conduct of hiring Five (5) Local Fund Managers (LFMs); 2) Daily monitoring of financial market indicators and preparation of reports re: Philippine Stock Exchange Composite Index (PHISIX) and global stock market; and 3) Coordinate with LFMs on the submission of weekly reports for compliance.

LIST OF VACANCIES

Job Order

Position Title:	Investments Analyst
Office Assignment:	Treasury Department
Job Grade:	8
Daily Rate:	Php 1,752.06
No. of Vacant Positions:	1
Qualification Standards:	Education: Bachelor's degree relevant to the job
Duties and Responsibilities	<ol style="list-style-type: none">1) Close coordination with the applicants/proponents including obtaining documents, setting of appointments for meeting and simulations;2) Evaluation of proposals submitted by banks and non-banks with quasi-banking functions; and3) Evaluation of Audited Financial Statements of Accredited Collecting Agents (ACAs) and applicant collecting agents.

LIST OF VACANCIES Job Order

Position Title:	Financial Analyst I
Office Assignment:	Treasury Department
Job Grade:	8
Daily Rate:	Php 1,752.06
No. of Vacant Positions:	5
Qualification Standards:	Education: Bachelor's degree relevant to the job
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Facilitate the distribution of PhilHealth Agents Receipts (PAR) forms to Accredited Collecting Agents (ACAs); 2) Monitor the inventory, distribution and utilization of the PAR forms; 3) Manage the accountable forms in accordance with issued policies and guidelines of the Corporation and other Government and Regulatory Offices; and 4) Prepare documents and periodic reports for the monitoring of the accountable forms.