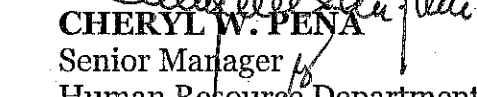


14 August 2023

**HRD MEMORANDUM**

No. 2023- 18-113

**TO : ALL INTERESTED APPLICANTS**

**FROM :**   
**CHERYL W. PENA**  
Senior Manager  
Human Resource Department

**SUBJECT : Notice of Vacancy of Casual Position**

Attached is the vacancy for casual position in the Corporation that is authorized to be filled, with the corresponding item number, job grade and qualifications standards.

**Application documents submitted in the following instances shall no longer be considered/accepted<sup>1</sup>:**

- a. Submitted beyond the publication/posting period;**
- b. Documents not properly filled-out; and/or,**
- c. Incomplete attachments**

Further, 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 the requirements<sup>2</sup> listed in the next page to the Human Resource Department (HRD) at Room 1506 15<sup>th</sup> floor CityState Center Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City or via email with the subject line format: Application to Vacant <Position Title><Item No.> until **August 25, 2023**.

**Internal Applicant** (existing permanent, coterminous and casual employees):

1. Application Form;
2. Properly accomplished and updated Personal Data Sheet (PDS) CS Form No. 212, Revised 2017 with recent passport sized photo and Work Experience Sheet (WES)
3. Certificate of Performance Rating (for CY 2021)

<sup>1</sup> Ibid, Item V.G.3

<sup>2</sup> Corporate Memorandum No. 2022-00017 (Application Requirements to Vacant Positions in the Corporation)

**External Applicant:**

1. Application Form;
2. Properly accomplished, updated and **notarized** Personal Data Sheet (PDS) or CS Form No. 212, Revised 2017 with recent passport sized photo and Work Experience Sheet (WES);
3. Authenticated certificate of eligibility/rating/license;
  - 3.1 Certificate of Eligibility issued by the CSC or CESB
  - 3.2 Valid professional license and Certificate of Registration issued by PRC/SC
  - 3.3 Valid licenses issued by authorized regulatory agencies
4. Certificate of Performance Rating for the Present Position (for a period of one (1) year), if employed;
5. Copies of Scholastic Records/Academic Records – Transcript of Records and diploma 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.
6. Copies of certificates of Training attended
7. Sworn Declaration/Identification of Relatives Form;
8. Certification of No Conflict of Interest Form; and
9. Non-disclosure Agreement Form.

If submitted online, the original/authenticated/certified true copies of the application papers and other documents deemed necessary (i.e. valid NBI clearance/ Police Clearance, etc.), may be required by the HRD/HRU to be presented during the examination/interview of the applicants.

These position shall be processed using the provisions of the PhilHealth's Merit Selection Plan pursuant to Corporate Order No. 2020-0020.

You may contact the HRD Recruitment, Selection, and Placement (RSP) Team at (02) 8441-7442 local 7522 or [recruitment@philhealth.gov.ph](mailto:recruitment@philhealth.gov.ph) for queries on matters not covered by this advisory.

# LIST OF VACANCY

## Casual

<b>Position, JG:</b> <b>Item No.:</b> <b>Organizational Unit:</b>	<b>Administrative Aide VI (Clerk III), JG-5</b> <b>CAS-0100-0218</b> <b>Treasury Department</b>
<b>No. of Position:</b>	<b>One (1)</b>
	<b>Education:</b> Completion of two (2) years studies in college <b>Work Experience:</b> None required <b>Training:</b> None required <b>Eligibility:</b> Career Service (Sub-professional)/ First Level Eligibility
<b>Job Description:</b>	<b>Duties and Responsibilities:</b> <ol style="list-style-type: none"> <li>1. Receives, records, and tracks all incoming and outgoing documents/correspondents/reports to and from the office;</li> <li>2. Ensures timely release of documents to concerned Staff/Offices/Departments;</li> <li>3. Establishes and maintains systematic filing of all office documents for easy retrieval, updating, and disposal;</li> <li>4. Responds to telephone calls and immediately forwards the same to concerned Staff/Employee/Office as appropriate;</li> <li>5. Receives the visitors of the office and facilitates his/her concern at the soonest possible time;</li> <li>6. Types reports, memoranda, correspondences, and documents of the office;</li> <li>7. Keeps orderliness and cleanliness of the office at all times;</li> <li>8. Sets meetings, documents meetings/discussions/dialogues as may be assigned by the supervisor;</li> <li>9. Ensures continuous self-learning to improve/enhance competencies; and</li> <li>10. Perform other duties as may be assigned.</li> </ol>