



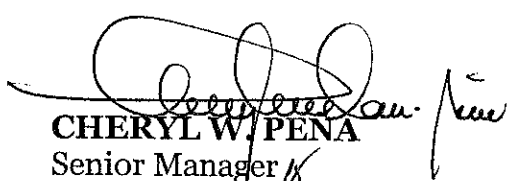
Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
Citystate Centre, 709 Shaw Boulevard, Pasig City
(02) 8441-7442 www.philhealth.gov.ph
PhilHealthOfficial teamphilhealth

15 December 2023

HRD MEMORANDUM

No. 2023-12-083

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PENA
Senior Manager
Human Resource Department

SUBJECT : Notice of Vacancies of Job Order Positions

Attached is the list of vacancies for Job Order positions in the Corporation with the corresponding job grade and qualification standards, authorized to be filled.

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**

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, listed in the next page to the **Human Resource Department (HRD)** at **Room 1506, 15th floor CityState Center Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City** or email recruitment@philhealth.gov.ph with the subject line format: Application to vacant <Position Title> until **January 5, 2024**.

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)

External Applicant:

List of requirements to be submitted:

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. Certificate of eligibility/rating/license (if any)
 - a. **Certificate of Eligibility issued by the CSC**
 - b. **Valid Professional license or Certificate of Registration issued by the PRC/SC**
 - c. **Valid licenses issued by authorized regulatory agencies**

Proof of Eligibility – report of rating/license/certificate of admission to the Bar/certificate of eligibility/eligibility card (original copy, authenticated copy, certified true copy, photocopy, scanned copy, or site/screen capture of the eligibility using the Civil Service Eligibility Verification System, Professional Regulation Commission's [PRC]'s Licensure Examination and Registration Information System [LERIS], or Supreme Court of the Philippines [SC] Lawyer's List)

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

You may contact HRD at (02) 8441-7442 local 7522 for queries on matters not covered by this advisory.

LIST OF VACANCIES

Job Order

<p>Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:</p>	<p>SOCIAL INSURANCE SPECIALIST PMT – Risk Management</p> <p>10 Php 2,384.23 3</p>
<p>Qualification Standards:</p>	<p>Education: Bachelor's degree relevant to the job Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: None required</p>
<p>Duties and Responsibilities</p>	<ol style="list-style-type: none"> 1) Performs complete staff work in the preparation and drafting of reports, memoranda, correspondences, and other documents of the PMT-RM; 2) Prepares the Annual Work and Financial Plan and other documents related to budget implementation; 3) Acts as Property and Supply Officer: <ul style="list-style-type: none"> • Coordinates physical resource requirements of the office; • Oversees the maintenance of facilities and physical orderliness within the office; and • Facilitates actions on property accountability, inventory-taking, property movements, repair and maintenance, disposal, and insurance. 4) Acts as Records Officer: <ul style="list-style-type: none"> • Ensures that all records are properly managed and maintained, • Monitors the movements of hard copy documented information; • Provides information on the physical location and status of action relative to documented information; and • Manages the distribution, maintenance, preservation, and safekeeping of all records; 5) Acts as Information Security Awareness Officer (ISAO) – Overall in charge of information security awareness in the office and monitors compliance of the office to the information security guidelines; 6) Acts as IT Coordinator: <ul style="list-style-type: none"> • Performs first-level troubleshooting of hardware like computers and printers, among others; • Checks if the antivirus software of computers is updated; • Imparts knowledge and updates on IT-related information; • Performs scheduled preventive maintenance; and • Communicates and coordinates all IT-related concerns to the concerned organizational unit. 7) Acts as Procurement Officer – Coordinates all procurement-related concerns to the concerned organizational unit; 8) Acts as Client Satisfaction Measurement (CSM) Point Person; 9) Drafts monthly and quarterly compliance/status reports as required by other organizational units; 10) Provides technical and administrative support in meetings or official functions of the office; and 11) Performs other related duties and responsibilities that may be assigned or required.

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Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	SOCIAL INSURANCE ANALYST I PMT – Risk Management 8 Php 1,752.06 2
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: None required Training: None required Eligibility: None required
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Identifies internal and external parameters in managing corporate operational and financial risks and generates the risk management context to formulate the risk criteria; 2) Monitors and reviews the risk management activities if they are in accordance with established RM Context and Scope (RMCS); 3) Identifies and documents all operational and financial risks and ensures inclusion in the risk registry; 4) Conducts an annual Risk Planning Session; 5) Reviews the correctness, completeness, and appropriateness of risk assessment and evaluation tools for identified potential risks, identified corporate risk profiles and risk priorities, assessment and evaluation reports, and risk treatment options for the identified risks; 6) Reviews the effectiveness of existing controls in terms of policies, systems, procedures, and recommends enhancements/developments, as necessary; 7) Conducts workshops, surveys, and interviews to validate identified possible risks and risk management strategies of operating units; 8) Prepares the Integrated Risk Response Plan of the Corporation; 9) Prepares a Risk Management Plan for identified operational and financial risks and a Contingency Plan for high impact risks; 10) Reviews and monitors the risk treatment options and recommends appropriate options for the identified risks; 11) Monitors and submits reports of the identified high priority risks to management; 12) Ensures the completeness and appropriateness of documents endorsed to the immediate supervisor to ascertain complete staff work; 13) Prepares the correspondences/ reports and organizes facts to facilitate decisions by the immediate supervisor on matters for decisions/action; 14) Acts as a resource person in the operational or financial risk technical aspects; 15) Attends committee meetings and sessions as the alternate of the immediate supervisor and provides inputs, as may be necessary; 16) Provides administrative and technical support to meetings and official functions of the office; and 17) Performs other related duties and responsibilities that may be assigned or required.

LIST OF VACANCIES Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	ADMINISTRATION SERVICES ASSISTANT B (Administrative Assistant III) PMT – Risk Management 7 Php 1,365.11 3
Qualification Standards:	Education: Completion of two years studies in college Experience: 2 years relevant experience Training: 8 hours of relevant training Eligibility: None required
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Establishes a systematic filing system and maintains a complete and updated file of office documents, including copies of all documents received and acted upon by the immediate supervisor; 2) Administers the implementation of 5s program of the office; 3) Attends to requests for document retrieval and authentication; 4) Organizes and documents meetings called by the immediate supervisor; 5) Receives/ handles telephone calls; 6) Attends to guests/visitors of the Department; 7) Drafts and encodes reports, memoranda, correspondences and other documents of the Department; 8) Maintains inventory and proper storage of office supplies and materials and ensures timely distribution of the same to all staff and its replenishment as needed; and 9) Performs other related duties and responsibilities that may be assigned or required.

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Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	SOCIAL INSURANCE OFFICER I PMT-Claims, Office of the Executive Vice President/ Chief Operating Officer (EVP/COO) 8 Php 1,752.06 3
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: None required Training: None required Eligibility: None required
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Conducts policy review, research and development; 2) Monitors compliance to the queries of PROs on policy system issues; 3) Monitors ITSM requests, SARF, process flow and URS, monitoring of NClaims system, among others; and 4) Performs other related duties and responsibilities that may be assigned or required.

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Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	SOCIAL INSURANCE OFFICER I ARTA Compliance Team, Office of the Executive Vice President/Chief Operating Officer (EVP/COO) 8 Php 1,752.06 3
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: None required Training: None required Eligibility: None required
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Proposes and assists in the implementation of EODB mandates in the Central & Regional Offices; 2) Coordinates with concerned offices with the deliverables to ARTA and corporate initiatives contributing to the EODB Implementation Plan; 3) Assists in translating EODB activities into key performance indicators from OLS to IPS (generally through the SPMS); 4) Develops and modifies training needs assessment tools for EODB-related training programs; 5) Monitors the implementation of EODB activities, and shall be able to provide recommendations on intervening actions/improvements; 6) Assists in organizing forums/meetings; 7) Provides inputs in the preparation of Work and Financial Plans incorporating EODB programs/projects/activities; 8) Performs other tasks assigned by the supervisor; 9) Provides technical and administrative assistance in handling complaints filed before the Anti-Red Tape Authority against PhilHealth; and 10) Performs secretariat functions including drafting of Minutes of the Meeting (MoM) and resolutions.

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Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	SOCIAL INSURANCE OFFICER I Corporate Planning Department 8 Php 1,752.06 3
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: None required Training: None required Eligibility: None required
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Establish quorum before scheduling the meeting date and ensure the maintenance of quorum during the meeting; 2) Reviews the submissions of the operating units to the Executive Committee Secretariat to ensure a) complete staff work; b) instruction of the Executive Vice President, Executive Committee, the President and Chief Executive Officer and the Board are manifested in the submission of the organizational units; 3) Maintains the operations and services of the Executive Committee by organizing office procedures including budget preparation, execution, and monitoring of work and financial plan, and risk and information security management; 4) Works closely with the Executive Committee and Chief Executive Officer on day-to-day decisions in between meetings, most often via email; 5) Prepares notice of meeting, plans appointments, schedules meetings and conferences, and requests contributions on the agenda items; 6) Prepares agenda for the Executive Committee meetings along with all supporting documentation and distributes to members in prior to the meeting; 7) Advises the Committee on the rules of procedure and updates the members of the ExeCom on the developments on the directives during the previous meetings; 8) Transcribes, records, review, distributes, and maintain full minutes of the meeting; 9) Prepares summary of their agreements, directives, and action points that is distributed to all executive committee members and to the concerned business units; 10) Consolidates presentation materials and ensures completeness of all supporting documentations; 11) Coordinates with the presenters the schedule and presentation requirements before the deadline/meeting; 12) Coordinates formal communications to the Executive Committee; 13) Maintains copies of agreements and facilitates signatories of the members of the ExeCom; 14) Witnesses and/or issues certification to the signatures of the members of the Executive Committee; 15) Conducts studies/researches, reviews documents, organizes facts, prepares options and recommends appropriate action for consideration of the Executive Committee; 16) Prepares internal and external communication on diverse topics and reviews and answers correspondence as required by the Executive Committee; 17) Aids the Executive Committee in building/maintaining good relations with internal and external stakeholders;

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| | <ol style="list-style-type: none">18) Communicates the instruction of the Executive Committee to the organizational units in the Corporation;19) Maintains Executive Committee's calendar by scheduling and coordinating meetings, appointments and travels; keeps the Executive Committee well informed of upcoming commitments and responsibilities; prepares travel itineraries;20) Acts as a resource person in the technical aspects of the executive committee and attends committee meetings and sessions and provides secretariat assistance;21) Establishes and keeps files on reports, studies, and other pertinent documents;22) Aids the Executive Committee in monitoring the performance of different organizational units in the Corporation by gathering and reviewing data and consolidating accomplishment/ performance reports;23) Provides administrative and technical support to meetings and official functions of the division; and24) Performs other related duties and responsibilities that may be assigned or required |
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Job Order

<p>Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:</p>	<p>LEGAL RESEARCHER III Office of the Corporate Secretary</p> <p>11 Php 2,835.66 3</p>
<p>Qualification Standards:</p>	<p>Education: Bachelor's degree relevant to the job Experience: 2 years relevant experience Training: 8 hours of relevant training Eligibility: None required</p>
<p>Duties and Responsibilities</p>	<ol style="list-style-type: none"> 1) Interprets, reviews, analyzes and identifies applicable laws and case precedents, and ascertains trustworthy materials that could help in the proper and prompt resolution of cases/legal issues filed before the Department/Office; 2) Gathers and analyzes facts and documentary evidence necessary/required in the preparation, filing and proper disposition of cases; 3) Drafts complex legal documents such as Legal Opinions, Investigation Reports, Orders, Resolutions, Comments, Motion for Reconsideration, Appeals, Position Papers and Case Briefers for review and approval of the immediate Supervisor; 4) Reviews Circulars, Corporate Orders and other corporate issuance or rules of procedure and drafts legal comments and/or give recommendation, when necessary, for the approval by the immediate Supervisor; 5) Reviews and edits contracts, MOAs, MOUs for its compliance with applicable legal and regulatory requirements, for approval of the immediate Supervisor and/or Head of the Department/Office; 6) Evaluates status of cases and recommends appropriate action/s; 7) Oversees and guides the Legal Assistant in the preparation/reproduction, of the pleadings and annexes to be filed in courts or quasi-judicial bodies in compliance with applicable procedural rules; 8) Reviews and finalizes legal documents such as Summons, Orders, Subpoenas, Directives, Notices, Transcript of Stenographic Notes and other correspondence concerning administrative/legal processes prepared by the Legal Assistants; 9) Reviews and finalizes the stenographic notes prepared by the Legal Assistants; 10) Drafts Orders, Notices and Minutes of Meetings/Hearings as Lead Secretariat in Ad Hoc Committees; 11) Collaborates with other departments regarding case background including difficult or sensitive information and reports the same to the immediate Supervisor; 12) Supports the lawyers during hearings particularly in the marking of evidence/exhibits and takes note of important discussions relative to the case heard; 13) Conducts and prioritizes different research activities, legal tasks and assignments; 14) Guides colleagues with less experience; 15) Prepares/recommends comprehensive legal research schedules and sets deadlines for the achievement of objectives and targets; and 16) Performs other related duties and responsibilities that may be assigned or required.

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Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	MEDICAL SPECIALIST III Fact-Finding, Investigation & Enforcement Department 12 Php 4,579.97 1
Qualification Standards:	Education: Doctor of Medicine Experience: 2 years relevant experience Training: 8 hours of relevant training Eligibility: RA 1080 (Medicine)
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Evaluate the claims under investigation and issue corresponding Medical Evaluation Report; 2) Determine whether or not the diagnosis stated in the stated in the claims filed by the health care providers (HCPs) are in proper order. The medical evaluation shall be used as evidence in filing cases against HCPs, its officers, and personnel; 3) Appear as expert witness for the Corporation in proceedings against HCPs; 4) Conduct of hospital inspection and domiciliary visitation; and 5) Performs other related duties and responsibilities that may be assigned or required.

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<p>Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:</p>	<p>ATTORNEY IV Prosecution Department</p> <p>12 Php 4,579.97 3</p>
<p>Qualification Standards:</p>	<p>Education: Bachelor of Laws Experience: 2 years relevant experience Training: 8 hours of relevant training Eligibility: RA 1080 (Law)</p>
<p>Duties and Responsibilities</p>	<ol style="list-style-type: none"> 1) Supervises the Legal Researchers and in their day-to-day activities including the preparation of legal documents necessary in handling of cases of the Division; 2) Finalizes the review of case findings/folders and recommends appropriate action to be taken; 3) Reviews and approves complaint-affidavit and reports prepared by the Special Investigators; 4) Recommends to the Division Chief on matters which affects the case build-up and strategizes in the filing of cases against erring HCIs; 5) Monitors development of cases and provides briefing for the information of the whole staff; 6) Reviews and finalizes communications and other legal documents; 7) Administers oath in the conduct of investigation; and 8) Performs other related duties and responsibilities that may be assigned or required.

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Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	LEGAL RESEARCHER III Prosecution Department 11 Php 2,835.66 3
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: 2 years relevant experience Training: 8 hours of relevant training Eligibility: None required
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Interprets, reviews, analyzes and identifies applicable laws and case precedents, and ascertains trustworthy materials that could help in the proper and prompt resolution of cases/legal issues filed before the Department/Office; 2) Gathers and analyzes facts and documentary evidence necessary/required in the preparation, filing and proper disposition of cases; 3) Drafts complex legal documents such as Legal Opinions, Investigation Reports, Orders, Resolutions, Comments, Motion for Reconsideration, Appeals, Position Papers and Case Briefers for review and approval of the immediate Supervisor; 4) Reviews Circulars, Corporate Orders and other corporate issuance or rules of procedure and drafts legal comments and/or give recommendation, when necessary, for the approval by the immediate Supervisor; 5) Reviews and edits contracts, MOAs, MOUs for its compliance with applicable legal and regulatory requirements, for approval of the immediate Supervisor and/or Head of the Department/Office; 6) Evaluates status of cases and recommends appropriate action/s; 7) Oversees and guides the Legal Assistant in the preparation/reproduction, of the pleadings and annexes to be filed in courts or quasi-judicial bodies in compliance with applicable procedural rules; 8) Reviews and finalizes legal documents such as Summons, Orders, Subpoenas, Directives, Notices, Transcript of Stenographic Notes and other correspondence concerning administrative/legal processes prepared by the Legal Assistants; 9) Reviews and finalizes the stenographic notes prepared by the Legal Assistants; 10) Drafts Orders, Notices and Minutes of Meetings/Hearings as Lead Secretariat in Ad Hoc Committees; 11) Collaborates with other departments regarding case background including difficult or sensitive information and reports the same to the immediate Supervisor; 12) Supports the lawyers during hearings particularly in the marking of evidence/exhibits and takes note of important discussions relative to the case heard; 13) Conducts and prioritizes different research activities, legal tasks and assignments;

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| | <ul style="list-style-type: none">14) Guides colleagues with less experience;15) Prepares/recommends comprehensive legal research schedules and sets deadlines for the achievement of objectives and targets; and16) Performs other related duties and responsibilities that may be assigned or required. |
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