



January 8, 2019

Notice of Vacancies
(Casual Positions)


Attached is the Notice of Vacancies for the vacant casual positions in the Corporation with the corresponding item number, salary grade and qualification standards for filling-in.

Application form together with, fully accomplished Personal Data Sheet with recent passport-sized picture and Work Experience Sheet (CS Form No. 212-revised 2017), performance rating in the present position for one (1) year (if applicable), authenticated certificate of eligibility or board rating certificate, Diploma, Transcript of Records, training certificates, employment certificates, Sworn Declaration / Identification of Relatives in PhilHealth, Certification of No Conflict of Interest, and Non-Disclosure Agreement Form shall be submitted to **Human Resource Development Unit (HRDU) at 5th Floor VCP Building, 68 Kalayaan Avenue, Teacher's Village West, Quezon City.**

Application period: January 9 to 18, 2019

Only applications submitted within the application period and with complete documents shall be considered for evaluation.

You may contact HRU at 441-5677 or 441-5680 for queries.


GILDA SALVACION A. DIAZ
Acting - Vice President
PhilHealth Regional Office NCR

LIST OF VACANCIES

(In compliance with RA 7041)

CASUAL

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|---|--|
| Position, SG: | Social Insurance Assistant – I (P-AIMS) / SG-8 |
| .Organizational Unit: (Place of Assignment) & Item No. | Collection Section NCR Central - CAS-0005-0015 (Reposting) Collection Section NCR North- CAS-0005-0054 CAS-0005-0048 Collection Section NCR South - CAS-0005-0066 |
| Minimum Qualification Standard (QS): | Education: Completion of two (2) years studies in College Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (Sub- Professional)/ First Level Eligibility |
| Additional Qualification Requirement / Preference: | Education: Bachelor's degree graduate preferably Business / Marketing Course Experience & Training: Preferably with marketing, sales & accounts management work experience & training |
| Job Description: | <ol style="list-style-type: none">1. Conducts orientation (Employers' Forum, EPRS).2. Monitors accounts of delinquent & non-remitting employers.3. Monitors & ensure collection efficiency.4. Monitors reporting compliance.5. Performs other related tasks as may be assigned |

LIST OF VACANCIES

(In compliance with RA 7041)

CASUAL

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|--|---|
| Position, SG: Organizational Unit: (Place of Assignment) & Item No | Social Insurance Assistant – (P-CARES) / SG-8 Office of the Manager NCR Central – CAS-0006-0082 Office of the Manager NCR South- CAS-0006-0145 (reposting) CAS-0006-0139 (reposting) |
| Minimum Qualification Standard (QS): | <ol style="list-style-type: none"> 1. Education: Completion of two (2) years studies in College 2. Experience: 1 year of relevant experience 3. Training: 4 hours of relevant training 4. Eligibility: Career Service (Sub- Professional)/ First Level Eligibility |
| Additional Qualification Requirement / Preference: | <ol style="list-style-type: none"> 1. B.S. Nursing 2. Eligibility: R.A. 1080 / Registered Nurse 3. Preferably a resident of the identified province/region of choice or willing to be assigned to the province/region (with no provision for board and lodging if not a resident of the province/region of assignment) 4. No affiliation with the hospital officers or its employees / staff up to the 4th degree of affinity or consanguinity |
| Job Description: | <ol style="list-style-type: none"> 1. Responsible for providing client assistance at the point-of-benefit availment (to be assigned to a specific hospital or act as roving PhilHealth-CARES for several hospitals within the PhilHealth Regional Offices' jurisdiction). 2. May participate in planning, monitoring and evaluation activities that relates to the PhilHealth CARES project. 3. Performs other related task as may be assigned. |

LIST OF VACANCIES

(In compliance with RA 7041)

CASUAL

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|--|--|
| Position, SG: | Clerk III / SG-6 |
| Organizational Unit: (Place of Assignment) & Item No. | NCR South – CAS-1901-0041 CAS-1901-0129 NCR Central – CAS-1903-0052 NCR North – CAS-1902-0058 |
| Minimum Qualification Standard (QS): | <ol style="list-style-type: none">1. Education: Completion of two (2) years studies in College2. Experience: None3. Training: None4. Eligibility: Career Service (Sub- Professional)/ First Level Eligibility |
| Additional Qualification Requirement / Preference: | <ol style="list-style-type: none">1. Education: Bachelor's degree graduate2. Excellent typing skills (at least 25 WPM with 100% accuracy) |
| General function of the position: | <ol style="list-style-type: none">1. Performs frontline services.2. Receives and encodes various documents / reports.3. Performs other related task as may be assigned. |

LIST OF VACANCIES

(In compliance with RA 7041)

CASUAL

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|--|---|
| Position, SG: | Social Insurance Assistant I / SG-8 |
| Organizational Unit: (Place of Assignment) & Item No. | NCR Central - CAS-1903-0011 |
| Minimum Qualification Standard (QS): | <ol style="list-style-type: none">1. Education: Completion of two (2) years studies in College2. Experience: 1 year of relevant experience3. Training: 4 hours of relevant training4. Eligibility: Career Service (Sub- Professional)/ First Level Eligibility |
| Additional Qualification Requirement / Preference: | <ol style="list-style-type: none">1. Education: Bachelor's degree graduate2. Excellent typing skills (at least 25 WPM with 100% accuracy) |
| General function of the position: | <ol style="list-style-type: none">1. Performs frontline services.2. Receives and encodes various claims from accredited HCPs or various documents / reports.3. Performs other related tasks as may be assigned. |

LIST OF VACANCIES

(In compliance with RA 7041)

CASUAL

| | |
|---|--|
| Position, SG: | Courier – / SG-4 |
| Item No. | CAS-1900-0044 |
| Organizational Unit: (Place of Assignment) | Fund Management Section OVP, PRO NCR |
| Minimum Qualification Standard (QS): | <ol style="list-style-type: none">1. Education: Elementary School Graduate2. Experience: None required3. Training: None required4. Eligibility: None required (MC. 11,s 96. Cat III) |
| Additional Qualification Requirement / Preference: | <ol style="list-style-type: none">1. Education: Bachelor's degree graduate2. Excellent typing skills (at least 25 WPM) |
| General Function of the position: | <ol style="list-style-type: none">1. Ensures that all communications and other documents are received and/ or forwarded to the concerned personnel or office2. Maintains a filing system of all incoming and outgoing communications, reports and documents to and from the office3. Assists in the answering of telephone calls4. Assists in organizing and documenting meetings called for by the supervisor.5. Performs other related tasks as may be assigned. |