



*Republic of the Philippines*  
**PHILIPPINE HEALTH INSURANCE CORPORATION**

PhilHealth Regional Office IV-B  
Caedo Commercial Center, Calicanto, Batangas City  
Healthline (043) 723-8822/ 722-1602/ 300-4342/ 300-3267  
region4b@philhealth.gov.ph www.philhealth.gov.ph



July 9, 2018

**Notice of Vacancies**  
**(Casual Positions)**

Attached is the Notice of Vacancy for the vacant casual position in PhilHealth Regional Office IV-B with the corresponding item number, salary grade and qualification standards for filling-in.

Application forms (Annex D) together with, fully accomplished Personal Data Sheet (revised 2017) with passport-sized picture, performance rating in the present position for one (1) year (if applicable), Work Experience Sheet (CS Form No. 212), authenticated certificate of eligibility, Transcript of Records, Sworn Declaration/Identification of Relatives in PhilHealth, Certification of No Conflict of Interest, and Non-Disclosure Agreement Form shall be directly submitted to Human resource Unit (HRU) at Caedo Commercial Center, Calicanto, Batangas City.

**Application period: July 9, 2018 to July 18, 2018**

After such period, no applications shall be entertained. Further, only applicants with complete documents shall be considered for evaluation.

You may contact HRU at 723-8822 local 5217 for queries on matters not covered by this advisory.

  
**PAOLO JOHANN C. PEREZ**  
Regional Vice President

**LIST OF VACANCIES**  
(In compliance with RA 7041)

**CASUAL**

<p><b>Position, SG:</b> <b>Item Nos.:</b></p> <p><b>Organizational Unit:</b></p> <p>Minimum Qualification Standard (QS):</p>	<p><b>Clerk III (SG- 6)</b> 1) CAS-0900-0082 2) CAS-0900-0105</p> <p><b>Benefit Administration Section</b></p> <p>Education: Completion of Two (2) Years Studies in College Work Experience: None Required Training: None Required Eligibility: Career Service (Sub-Professional)/ First Level Eligibility</p>
<p><b>Position, SG:</b> <b>Item Nos.:</b></p> <p><b>Organizational Unit:</b></p> <p>Minimum Qualification Standard (QS):</p>	<p><b>Clerk III (SG- 6)</b> 1) CAS-0900-0075 2) CAS-0900-0032</p> <p><b>Membership Section</b></p> <p>Education: Completion of Two (2) Years Studies in College Work Experience: None Required Training: None Required Eligibility: Career Service (Sub-Professional)/ First Level Eligibility</p>
<p><b>Position, SG:</b> <b>Item Nos.:</b></p> <p><b>Organizational Unit:</b></p> <p>Minimum Qualification Standard (QS):</p>	<p><b>Clerk III (SG- 6)</b> 1) CAS-0900-0110 2) CAS-0900-0065</p> <p><b>Collection Section</b></p> <p>Education: Completion of Two (2) Years Studies in College Work Experience: None Required Training: None Required Eligibility: Career Service (Sub-Professional)/ First Level Eligibility</p>
<p><b>Position, SG:</b> <b>Item No.:</b></p> <p><b>Organizational Unit:</b></p> <p>Minimum Qualification Standard (QS):</p>	<p><b>Social Insurance Assistant I (SG- 8)</b> CAS-0005-0148</p> <p><b>Collection Section</b></p> <p>Education: Bachelor's Degree Relevant to the Job Work Experience: one (1) year of relevant experience Training: four (4) hours of relevant training Eligibility: Career Service (Professional)/ Second Level Eligibility</p>

# LIST OF VACANCIES

(In compliance with RA 7041)

## CASUAL

<p><b>Position, SG: Item No.:</b></p> <p><b>Organizational Unit:</b></p> <p>Minimum Qualification Standard (QS):</p>	<p><b>Clerk III (SG- 6) CAS-0900-0087</b></p> <p><b>PMAC</b></p> <p>Education: Completion of Two (2) Years Studies in College Work Experience: None Required Training: None Required Eligibility: Career Service (Sub-Professional)/ First Level Eligibility</p>
<p><b>Position, SG: Item No.:</b></p> <p><b>Organizational Unit:</b></p> <p>Minimum Qualification Standard (QS):</p> <p>Additional Qualification Requirement</p>	<p><b>Social Insurance Assistant I (SG- 8) CAS-0006-0338 PhilHealth CARES</b></p> <p><b>Batangas</b></p> <p>Education: Bachelor's Degree Relevant to the Job Work Experience: one (1) year of relevant experience Training: four (4) hours of relevant training Eligibility: Career Service (Professional)/ Second Level Eligibility</p> <p>Additional Preference:</p> <ul style="list-style-type: none"> <li>- A registered nurse;</li> <li>- Not more than 40 years old;</li> <li>- Preferably a resident of a locality within the jurisdiction of the PhilHealth Regional Office ;</li> <li>- No affiliation with the hospital officers or its employees/staff (up to the 4th degree of affinity/consanguinity);</li> <li>- Preferably obtained a mark of 80% or higher in the Nurse Licensure Exam;</li> <li>- Must satisfy all other requirements imposed by the Corporation for applicants of the same position level; and</li> <li>- Willing to be assigned in any of the accredited HCIs within the jurisdiction of the PhilHealth Regional Office.</li> </ul>

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**CASUAL**

<p><b>Position, SG: Item No.:</b></p> <p><b>Organizational Unit:</b></p> <p>Minimum Qualification Standard (QS):</p>	<p><b>Clerk III (SG- 6) CAS-0900-0048</b></p> <p><b>LHIO LIPA</b></p> <p>Education: Completion of Two (2) Years Studies in College Work Experience: None Required Training: None Required Eligibility: Career Service (Sub-Professional)/ First Level Eligibility</p>
<p><b>Position, SG: Item No.:</b></p> <p><b>Organizational Unit:</b></p> <p>Minimum Qualification Standard (QS):</p>	<p><b>Courier (SG- 4) CAS-0900-0108</b></p> <p><b>LHIO TANAUAN</b></p> <p>Education: Completion of Two (2) Years Studies in College Work Experience: None Required Training: None Required Eligibility: None Required</p>
<p><b>Position, SG: Item No.:</b></p> <p><b>Organizational Unit:</b></p> <p>Minimum Qualification Standard (QS):</p>	<p><b>Driver II (SG- 4) CAS-0900-0116</b></p> <p><b>LHIO Mamburao, Occidental Mindoro</b></p> <p>Education: Elementary school graduate Experience: None Required Training: None Required Eligibility: Driver's License</p>
<p><b>Position, SG: Item No.:</b></p> <p><b>Organizational Unit:</b></p> <p>Minimum Qualification Standard (QS):</p>	<p><b>Clerk III (SG- 6) CAS-0900-0052</b></p> <p><b>LHIO Calapan, Oriental Mindoro</b></p> <p>Education: Completion of Two (2) Years Studies in College Work Experience: None Required Training: None Required Eligibility: Career Service (Sub-Professional)/ First Level Eligibility</p>

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**CASUAL**

<p><b>Position, SG: Item No.:</b></p> <p><b>Organizational Unit:</b></p> <p>Minimum Qualification Standard (QS):</p>	<p><b>Clerk III (SG- 6) CAS-0900-0098</b></p> <p><b>LHIO Romblon</b></p> <p>Education: Completion of Two (2) Years Studies in College Work Experience: None Required Training: None Required Eligibility: Career Service (Sub-Professional)/ First Level Eligibility</p>
<p><b>Position, SG: Item No.:</b></p> <p><b>Organizational Unit:</b></p> <p>Minimum Qualification Standard (QS):</p>	<p><b>Clerk III (SG- 6) CAS-0900-0061 CAS-0002-0091</b></p> <p><b>LHIO Puerto Princesa City, Palawan</b></p> <p>Education: Completion of Two (2) Years Studies in College Work Experience: None Required Training: None Required Eligibility: Career Service (Sub-Professional)/ First Level Eligibility</p>
<p><b>Position, SG: Item No.:</b></p> <p><b>Organizational Unit:</b></p> <p>Minimum Qualification Standard (QS):</p>	<p><b>Clerk III (SG- 6) CAS-0900-0040</b></p> <p><b>Fund Management Section</b></p> <p>Education: Completion of Two (2) Years Studies in College Work Experience: None Required Training: None Required Eligibility: Career Service (Sub-Professional)/ First Level Eligibility</p>

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**CASUAL**

<p><b>Position, SG:</b> <b>Item No.:</b></p> <p><b>Organizational Unit:</b></p> <p>Minimum Qualification Standard (QS):</p>	<p><b>Clerk III (SG- 6)</b> <b>CAS-0900-0098</b></p> <p><b>LHIO Romblon</b></p> <p>Education: Completion of Two (2) Years Studies in College Work Experience: None Required Training: None Required Eligibility: Career Service (Sub-Professional)/ First Level Eligibility</p>
<p><b>Position, SG:</b> <b>Item No.:</b></p> <p><b>Organizational Unit:</b></p> <p>Minimum Qualification Standard (QS):</p>	<p><b>Clerk III (SG- 6)</b> <b>CAS-0900-0061</b> <b>CAS-0002-0091</b></p> <p><b>LHIO Puerto Princesa City, Palawan</b></p> <p>Education: Completion of Two (2) Years Studies in College Work Experience: None Required Training: None Required Eligibility: Career Service (Sub-Professional)/ First Level Eligibility</p>
<p><b>Position, SG:</b> <b>Item No.:</b></p> <p><b>Organizational Unit:</b></p> <p>Minimum Qualification Standard (QS):</p>	<p><b>Clerk III (SG- 6)</b> <b>CAS-0900-0040</b></p> <p><b>Fund Management Section</b></p> <p>Education: Completion of Two (2) Years Studies in College Work Experience: None Required Training: None Required Eligibility: Career Service (Sub-Professional)/ First Level Eligibility</p>