



April 11, 2018

CORPORATE MEMORANDUM
 No. 2018-0045

NOTICE OF VACANCIES

Attached is the list of vacant First and second level positions in the Corporation with the corresponding item number, salary grade and qualification standards for filling-in. Said positions were also published in the CSC website at <http://ncr.csc.gov.ph> in compliance to CSC MC No. 24, s. 2017.

Qualified applicants are advised to hand in their Application Form (Annex D), fully accomplished Personal Data Sheet (PDS) with passport-sized picture, performance rating in the present position for one (1) year (if applicable), work experience sheet, certificate of eligibility, transcript of records, sworn declaration/identification of relatives in PhilHealth, certification of no conflict of interest and non-disclosure agreement form to the following concerned offices within the application period:

- for Central Office vacancies : **Human Resource Department**
Room 1509 15th floor CityState Center Building 709 Shaw Blvd. Brgy. Oranbo Pasig City
- for PRO NCR vacancies : **PhilHealth Regional Office NCR**
VCP Building 68 Kalayaan Avenue Teachers Village West Quezon City
- For PRO CAR vacancies : **PhilHealth Regional Office CAR**
SN Oriental Traders Building, No. 19 Leonard Wood Road, Baguio City
- For PRO V vacancies : **PhilHealth Regional Office V**
ANST 3 Bldg. Alternate Road, Legaspi City

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

Application period: APR 16 2018 to APR 25 2018

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

You may contact HRD at 441-7442 local 7524 for queries on matters not covered by this advisory.

[Signature]
HENRY V. ALMANON
 Senior Manager, Human Resource Department

MASTER COPY
 DC: *Weps* Date: *4/16/18*

Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
Request for Publication of Vacant Positions

REPOSTING

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of PHILIPPINE HEALTH INSURANCE CORPORATION in the CSC website:

DR. CELESTINA MA. JUDE P. DE LA SERNA

(Head of Agency)

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Clerk III	20-03-0002	6	14,340.00	Completion of two years studies in college	None required	None required	CS Subprofessional/ First Level Eligibility		Internal Audit Group
2	Administrative Assistant	15-03-0101	8	16,282.00	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	CS Subprofessional/ First Level Eligibility		Organization and Systems Development Office
3	Executive Assistant II	10-02-0001	17	34,781.00	Bachelor's degree	4 hours of training	1 year experience	CS Professional/ 2nd Level Eligibility		Office of the Chief Operating Officer
4	Actuarial Analyst II	36-02-0001	15	29,010.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ 2nd Level Eligibility		Office of the Actuary
5	Project Development Officer III	46-03-0005	18	38,085.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	CS Professional/ 2nd Level Eligibility		Risk Management Department - PMT
6	Information Technology Officer I	57-01-0003	19	42,099.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	CS Professional/ 2nd Level Eligibility		Information Technology Management Department (To be assigned in CISD)
7	Information Technology Officer I	57-01-0008	19	42,099.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	CS Professional/ 2nd Level Eligibility		Information Technology Management Department

MASTER COPY
 DC: mys Date: 4/16/18

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than _____.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

HENRY V. ALMANON
 Senior Manager, Human Resource Department
 Room 1509 15th Floor No. 709 Shaw Blvd Brgy. Oranbo Pasig City
recruitment@philhealth.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

JOB TITLE : **CLERK III**
OFFICE : Internal Audit Group
SALARY GRADE : 6
REPORTS TO : Vice President
SUPERVISES : None

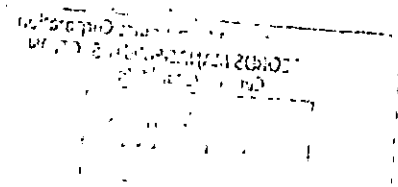
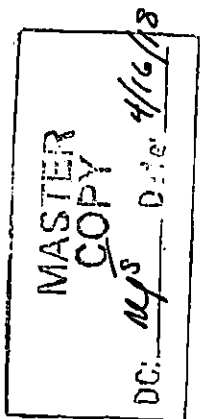
JOB SUMMARY :

Under general supervision, the Clerk III, Internal Audit Group shall be responsible for performing a variety of administrative duties in the discharge of the official functions of the office.

JOB DESCRIPTIONS:

1. Receives and records in a logbook and encodes in the Incoming/ Outgoing Documents Monitoring Database all incoming and outgoing communications/correspondences, reports and documents to and from the office;
2. Distributes all incoming and outgoing documents received to the appropriate addressee/s;
3. Establishes and maintains the general and other files of the Department;
4. Types reports, memoranda, correspondences and other outputs of the office;
5. Attends to the administrative task of calling, conducting, documenting meetings, discussions or dialogues as necessary;
6. Performs other functions as may be assigned.

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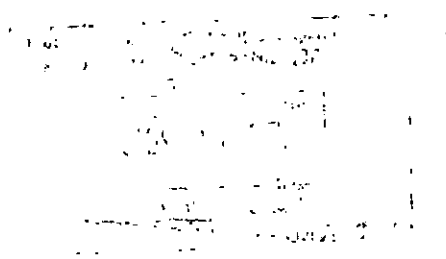
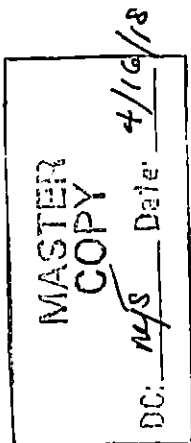
JOB TITLE : **ADMINISTRATIVE ASSISTANT**
OFFICE : Organization and Systems Development Office
SALARY GRADE : 8
REPORTS TO : Department Manager III
SUPERVISES : None

JOB SUMMARY :

Under general supervision, assists in performing a variety of administrative duties in the discharge of the official functions of the department.

JOB DESCRIPTION:

1. Records all incoming communications, reports, documents and maintains accurate and updated logbook;
2. Records all outgoing documents, communications and ensures that corresponding copies are kept in file;
3. Establishes a systematic filing system and maintains complete and updated file of documents;
4. Drafts/types communications necessary for the attainment of the tasks of the department;
5. Ensures that all communications are received/forwarded to concerned accountable officers;
6. Assists in organizing, conducting, and documenting meetings called for the officers of the department;
7. Ensures that all supporting documents are complete and other requirements complied with before they are forwarded to the Department Manager III for action/decision;
8. Performs other tasks as may be assigned.



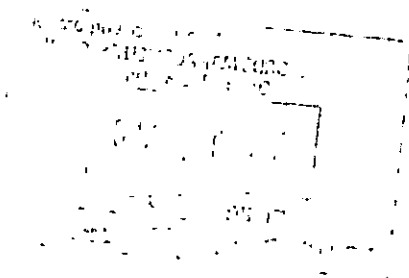
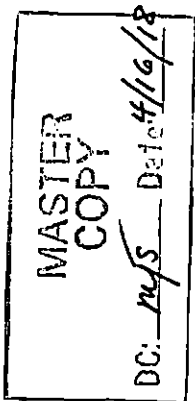
JOB TITLE : **EXECUTIVE ASSISTANT II**
OFFICE : Office of the Chief Operating Officer
SALARY GRADE : 17
REPORTS TO : Executive Vice-President

JOB SUMMARY:

Under general supervision, the Executive Assistant II of the Office of the Chief Operating Officer, assists in implementing the administrative and technical decisions by the Executive Vice President and performs a variety of administrative and technical duties in support of this function.

JOB DESCRIPTION:

1. Assists in monitoring the flow of communications to an/from the Office of the Chief Operating Officer, supervises the preparation of relevant communications, and organizes facts to facilitate decisions by the Executive Vice-President on matters requiring approval or disapproval.
2. Performs researches on specific topics as basis for executive decisions.
3. Assists in reviewing and recommending for Executive Vice-President's action, request for reconsideration of decisions by various administrative bodies.
4. Assists in preparing policy and other options to facilitate/guide the decision by the Executive Vice-President on what action to be taken.
5. Performs other duties as may be assigned by the Executive Vice-President/Executive Assistant V.



JOB TITLE : **ACTUARIAL ANALYST II**
OFFICE : Office of the Actuary
SALARY GRADE : 15
REPORTS TO : Actuary

JOB SUMMARY:

Under general supervision, the Actuarial Analyst II shall provide technical and administrative support to the Actuary and Actuarial Associate, assists in conducting actuarial studies and researches on fund viability, membership, claims, collection and investments.

JOB DESCRIPTION:

1. Assists in the preparation of correspondences/reports and in the organization of facts to facilitate decisions, reports, presentations by the Actuary on matters for decision/action.
2. Provides administrative and technical support to meetings or official functions of the Office of the Actuary.
4. Establishes and maintains files on actuarial reports, studies, and other documents pertinent to the technical operations of the Department.
5. Assists in the conduct of actuarial studies and researches pertaining to coverage, premium contributions and benefit packages.
6. Assists in preparing actuarial and statistical designs, methods and procedures for collecting and processing statistical and actuarial data.
7. Assists in the preparation of projections and the conduct of annual actuarial valuation of the NHI program's reserve funds.
6. Performs other related tasks as may be assigned

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OFFICE OF THE ACTUARY
UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES
WASHINGTON, D.C. 20201

JOB TITLE : **PROJECT DEVELOPMENT OFFICER III**
OFFICE : Project Management Team – Risk Management
SALARY GRADE : 18
REPORTS TO : Department Manager III

JOB SUMMARY:

Under general supervision, the Project Development Officer III of the Project Management Team-Risk Management shall be responsible for coordinating the conduct of studies and evaluation of investment risks, risk on physical resources and data security as well as relevant operations research.

JOB DESCRIPTION:

1. Assists in the preparation of correspondences/reports and in the organization of facts to facilitate decisions, reports, presentations by the Department Manager III on matters for decision/action.
2. Provides administrative support to meetings or official functions of the Project Management Team-Risk Management.
3. Handles administrative and technical arrangements for the meeting between the Department Manager III and the Officers of other Departments, staff, and clients of the Corporation.
4. Establishes and maintains files on reports, correspondences, communications, studies, and other documents pertinent to the operations of the Group.
5. Conducts studies and researches on investment risks, risk on physical resources and data security and gives advice to the Department Manager III regarding administrative and policy issues relevant to the operations of the Corporation.
6. Reviews and evaluates the work performance of the personnel directly supervised.
7. Performs other duties as may be assigned by the Department Manager III.

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JOB TITLE : **INFORMATION TECHNOLOGY OFFICER I**
OFFICE : Information Technology Security and Help Desk Unit
SALARY GRADE : 19
REPORTS TO : Division Chief IV
ICT Planning, Policy and Standards Division

JOB SUMMARY:

With general supervision, the Information Technology Officer I of the IT security and Help Desk Unit shall be responsible for the design, enforcement and monitoring information system security programs, policies and procedures. It shall likewise provide technical support on information systems to all organization units.

JOB DESCRIPTION:

1. Provides administrative and technical support on the use of information systems software and hardware, data error and problem acknowledgment, resolution and monitoring through the management of a help desk.
2. Develop a means to protect the information systems and IT infrastructure from possible technological hazards.
3. Conducts quality assurance of all systems prior to deployment and/or implementation.
4. Recommends solutions to operating systems problem based on current technologies and specifications for systems improvement.
5. Supervises the enforcement and monitoring of information system security programs, policies and procedures.
6. Evaluates operating practices to determine if controls and security measures are adequate.
7. Arranges and administers security measures to restrict unauthorized use of data systems and databases.
8. Directs, guides, trains and motivates officers and staff directly supervised and evaluates their performance.
9. Performs other related tasks that may be assigned or delegated by the Department Manager III of the Information Technology Management Department.

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DC: *mjt* Date: 4/16/18

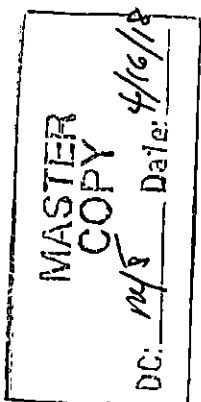
JOB TITLE : **INFORMATION TECHNOLOGY OFFICER I**
OFFICE : Information Technology Management Department
(to be assigned in CISD)
SALARY GRADE : 19

JOB SUMMARY:

With general supervision, the Information Technology Officer I shall assist in supervising the activities of the Department in the management of all networks, databases, operating systems and software packages and internet services and applications.

JOB DESCRIPTION:

1. Assists in the administration, management and monitoring of the performance of network, server systems and software packages.
2. Assists in monitoring the completion of operating systems and database projects and assesses operational conditions of the division and in implementing timely and appropriate courses of action.
3. Installs, configures and maintains the Corporation's LAN/WAN servers and workstations and assists in managing the performance of a multiple hardware and software platform interface at the most complex level.
4. Assists in the observation of network systems and databases and in resolving network problems and offers technical assistance to users.
5. Assists in the acquisition, installation and maintenance of the Corporation's local area networks and wide area networks and recommends the use of new products and services to the top management.
6. Directs, guides, trains and motivates staff directly supervised
7. User support to all other divisions/units of the Corporation in the areas of IT Services, systems designs, hardware and performance.
8. Performs other related tasks that may be assigned.



Electronic copy to be submitted to the CSC FO
must be in MS Excel format

Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

REPOSTING

This is to request the publication of the following vacant positions of (Philippine Health Insurance Corporation (PhilHealth)) in the CSC website:

DR. CELESTINA MA. JUDE P. DE LA SERNA
(Head of Agency)

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Chief Social Insurance Officer	48-06-0046	22	58,717.00	Bachelor's Degree relevant to the job	24 hours of relevant training	4 years relevant experience	CS Professional (Second Level Eligibility)		PHILHEALTH REGIONAL OFFICE NCR North - LHIO Calocan
2	Medical Specialist III	41-02-0025	23	65,604.00	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080		PHILHEALTH REGIONAL OFFICE NCR North
3	Social Insurance Assistant I	51-01-0016	8	16,282.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub Professional (First Level Eligibility)		PHILHEALTH REGIONAL OFFICE NCR North

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

SHIRLEY B. DOMINGO, M.D.
Vice President, PhilHealth Regional Office -NCR
VCP Building No. 68 Kalayaan Ave. Teachers Village West, Q. C.
cleofasl@philhealth.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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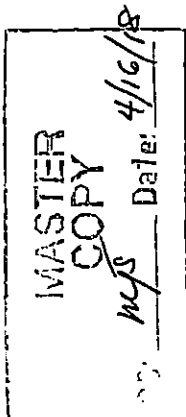
JOB TITLE : **CHIEF SOCIAL INSURANCE OFFICER**
OFFICE : **LOCAL HEALTH INSURANCE OFFICE**
SALARY GRADE : **22**

JOB SUMMARY:

Under general supervision, the Chief Social Insurance Officer shall be responsible for the supervision of program implementation in membership management and/or collection/contribution management.

JOB DESCRIPTION:

1. Supervises the administration of any of the following NHIP functions/Areas:
 - Membership Management
 - Collection/Contribution Management
 - NHIP Service Office Operations
2. Provide inputs to the short and long range operational objectives, strategies, action plans, and annual budgets of the division
3. Assist in the preparation of indicative plans and operational/accomplishment report of the division
4. Assist the Division Head in monitoring the performance of the unit, review its work processes and recommend change/s to improve and optimize its performance, subject to approval by the Division Head and the PRO-Head
5. Assist in the training/skills development of lower level staff of the unit.
6. Ensure coordination and harmonious working relations between the division and other units of the PRO
7. Prepare simple to highly complex correspondence, presentation materials and other documents as may be required by the higher Officer
8. Performs other related tasks as may be assigned



JOB TITLE : MEDICAL SPECIALIST III
OFFICE : Benefit Administration Section
SALARY GRADE : 23
REPORTS TO : Department Manager III

JOB SUMMARY:

Under general supervision, the Medical Specialist III shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers

JOB DESCRIPTION:

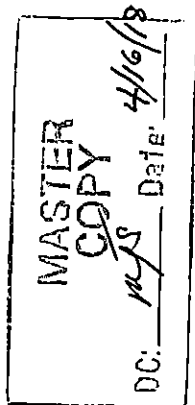
1. The Medical Specialist III shall perform any of the following medical – related tasks:

SET 1: Accreditation and Quality Assurance

- Conduct accreditation surveys to Institutional Health Care Providers
- Evaluate application for accreditation of Institutional Health Care Providers
- Assists the Central Office in the systematic evaluation of the effects of the use of drugs, devices, medical procedures and other health related products as well as the HCPs and organizations that use these technologies.
- Provides technical assistance to other units that requires expert medical advice and inputs.
- Manages medical related technical issues on health care provider's practice.
- Conducts studies and researches on quality assurance, standards development and accreditation policies.

SET 2: Benefit Administration

- Responsible for medical evaluation of claims
 - Review of the medical aspect of claims forwarded for reconsideration
2. Performs other related tasks as may be assigned



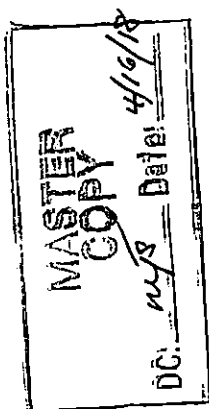
JOB TITLE : **SOCIAL INSURANCE ASSISTANT I**
OFFICE : **PHILHEALTH REGIONAL OFFICE NCR**
SALARY GRADE : **8**

JOB SUMMARY:

Under general supervision, the Social Insurance Assistant I shall provide assistance in the preparation of documents for membership enrollment/registration, distribution of IEC materials, screening of benefit payment claims and applications for accreditation of Professional Healthcare Providers.

JOB DESCRIPTION:

1. Distributes/retrieves/screens membership/collection/claims/accreditation forms;
2. Assist in coordination/administrative work to verify accuracy of information in various PhilHealth forms;
3. Assist in packaging and distribution of NHIP forms/materials
4. Assist in coordinating meetings of the office
5. Maintains systematic filing of documents of the Team/Unit
6. Ensures continuous self-learning to improve/enhance competencies in special program management and development
7. Performs other related tasks as maybe assigned



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of PHILIPPINE HEALTH INSURANCE CORPORATION in the CSC website:

DR. CELESTINA MA. JUDE P. DE LA SERNA

(Head of Agency)

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Clerk III	20-03-0057	6	14,340.00	Completion of two years studies in college	None required	None required	CS Subprofessional/ First Level Eligibility		PHILHEALTH REGIONAL OFFICE CAR
2	Social Insurance Officer III	48-03-0046	15	29,010.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional/ 2nd Level Eligibility		PHILHEALTH REGIONAL OFFICE CAR

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than _____.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ATTY. JERRY F. IBAY
Regional Vice President, PRO CAR
SNOBT Inc. Bldg #19 Leonard Wood Road, Baguio City
hr.procar@philhealth.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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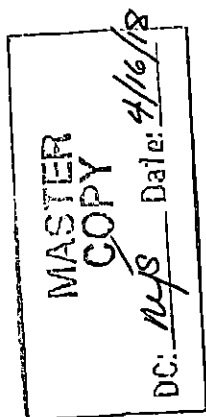
JOB TITLE : **CLERK III**
OFFICE : Health Care Delivery Management Division-PRO
SALARY GRADE : 6

JOB SUMMARY:

Under general supervision, the Clerk III shall be responsible for performing a variety of clerical duties in the discharge of the official functions of the Office.

JOB DESCRIPTION:

1. Receives and records in a logbook or any records keeping device all incoming and outgoing communications/correspondences, reports and documents to and from the office.
2. Distributes all incoming and outgoing documents received to the appropriate addressee/s.
3. Establishes and maintains the general and other files of the office.
4. Types reports, memoranda, correspondences and other outputs of the office.
5. Assists in the receiving of callers, guests and visitors of the office.
6. Attends to the administrative task of calling, conducting, documenting meetings, discussions or dialogues as necessary.
7. Performs other related tasks as may be assigned



JOB TITLE : **SOCIAL INSURANCE OFFICER III**
OFFICE : **Collection Section-PRO**
SALARY GRADE : **15**

JOB SUMMARY:

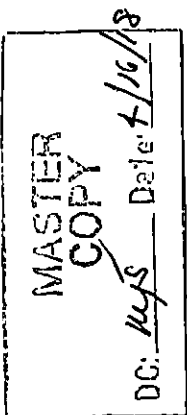
Under general supervision, the Social Insurance Officer III shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of medium-sized organized groups/private and government agencies; and b) review of benefit payment computation.

JOB DESCRIPTION:

1. Accountable to any of the following sets of activities/tasks depending on what Division he/she will be assigned:

SET 1: MARKETING AND MEMBERSHIP

1. Handle groundwork/gathering and analysis of various market data/information needed in marketing program
2. Perform marketing/advocacy-related tasks to target organized groups and individuals, from the information education campaign to enrollment stage
3. Conduct presentation of the National Health Insurance Program to potential donors/Sponsors including but not limited to the Organized Groups and Private/Government Agencies
4. Conduct orientation and re-orientation on NHIP to various stakeholders including the private and government sector members
5. Attend to telephone and walk-in queries and complaints of members and other stakeholders of the NHI Program
6. Prepare reply to letter of inquiry and complaints from members and various stakeholders of the NHI Program
7. Assist in the preparation of a comprehensive marketing-related reports and information for ready reference of PRO Officers and Staff, which may include the following:
 - Status of membership coverage by sector vs. set target
 - Trends and history of membership drop-outs and its causes
 - Table of marketing strategies implemented and its impact on membership enrollment
8. Performs other related tasks as may be assigned

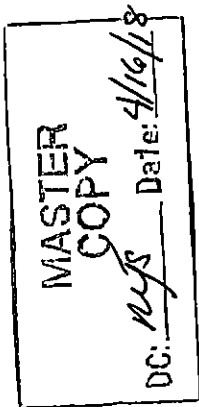


SET 2: COLLECTION/ACCOUNTS MANAGEMENT

1. Prepare and maintain report on the status of collection and contribution database updating/maintenance for ready reference of PRO Officers and Staff
2. Verify and confirm remittance of employers based on available information in accounts database, recently received employer reports and data from Treasury Department
3. Compute penalty charge for late remittances
4. Analyze/evaluate all issues and concerns regarding contributions data and recommend and/or take appropriate action to manage them
5. Represent the corporation to outside agencies including but not limited to Accredited Collecting Banks/Agents, Sponsors and employers whenever there are collection/contribution accounts concerns that need to be addressed immediately
6. Recommend and/or take appropriate action to manage issues and concerns regarding collection and contributions data.
7. Performs other related tasks as may be assigned

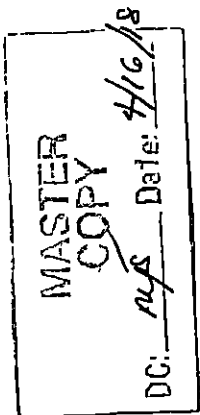
SET 3: CLAIMS PROCESSING

1. Review the computation of reimbursable amount of each claim
2. Check and certify the accuracy of encoded data in validation report vs. claims documents
3. Confirms member/dependent eligibility and completeness of attached supporting documents thereof
4. Ensure that corrections needed are made before preparation of voucher
5. Assist in preparation of various claims report such as daily, weekly and monthly status report, etc.
6. Assist in handling complex queries and complaints pertaining to benefit payment
7. Edit and re-validate wrong entries
8. Review/classify RTS/Denied claims and forwards to Section Chief
9. Performs other related tasks as may be assigned



SET 4 : ACCREDITATION AND QUALITY ASSURANCE

1. Assist in the conduct accreditation surveys, spot visits and monitoring visits to Institutional Health Care Providers based on Quality Assurance/Accreditation Standards
2. Evaluate application for accreditation of Institutional Health Care Providers in terms of compliance to accreditation requirements and prepare draft recommendation to the Accreditation Committee for review by the Accreditation Team Leader
3. Assist in coordinating with various agencies/offices for purposes of verification, clarification and monitoring of compliance to deficiencies
4. Assist in preparing reports on pre-accreditation surveys, monitoring, and related activities
5. Recommend accreditation issues for resolution at the Accreditation Committee level
6. Attend to simple to complex queries, complaints of Health Care Providers
7. Assist in the implementation and periodic evaluation on the effectiveness of quality assurance program in the region
8. Performs other related tasks as may be assigned



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To: CIVIL SERVICE COMMISSION (CSC)

*REPOSTING

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DR. CELESTINA MA. JUDE P. DE LA SERNA
(Head of Agency)

Date:

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (If applicable)	
1	Personnel Specialist I	23-01-0003	13	24,224	Bachelor's Degree	None Required	None Required	CS Professional/ 2nd Level Eligibility		Philhealth Regional Office V
2	Clerk III	20-03-0079	6	14,340	Completion of 2 year studies in college	None Required	None Required	CS Sub- Professional/ 1st Level Eligibility		Philhealth Regional Office V
3*	Social Insurance Officer II	48-02-0068	13	24,224	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional/ 2nd Level Eligibility		Philhealth Regional Office V
4*	Administration Services Officer II	14-02-0005	13	24,224	Bachelor's Degree	None Required	None Required	CS Professional/ 2nd Level Eligibility		Philhealth Regional Office V
5*	Administration Services Assistant B	15-02-0008	10	18,178	Completion of 2 year studies in college	8 hours relevant training	2 years relevant experience	CS Sub- Professional/ 1st Level Eligibility		Philhealth Regional Office V
6	Public Relations Officer III	45-03-0011	18	38,085	Bachelor's Degree	8 hours relevant training	2 years relevant experience	CS Professional/ 2nd Level Eligibility		Philhealth Regional Office V

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than _____.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ORLANDO D. IÑIGO, JR.
Regional Vice-President
ANST Bldg., Alternate Road, Legazpi City
hr.pro5@philhealth.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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JOB TITLE : **PERSONNEL SPECIALIST I**
OFFICE : **HR Unit-PRO**
SALARY GRADE : **13**

JOB SUMMARY:

Under general supervision, the Personnel Specialist I shall assist in the compensation management, performance management and employee relations function in the PRO

JOB DESCRIPTION:

1. Develop, implement and monitor HR programs promoting physical and mental well-being of employees, such as Sports/Physical Fitness, Interests/Talent Groups, socio-civic activities, business clubs, etc.
2. Compute/process terminal and maternity pay, leave monetization, loyalty and retirement benefits
3. Assist in the administration of rewards and incentives program
4. Prepare various surveys/statistical reports related to compensation and benefits
5. Prepare simple to complex correspondence, presentation materials and other documents as may be required by the higher Officer
6. Assist in updating the HRIS and in generating HRIS reports
7. Attend to queries and complaints regarding attendance, leave, compensation and benefits policies and guidelines, salaries/benefits received or ATM transactions (Validate information based on records and prepare communication to answer queries and complaints)
8. Performs other related tasks as may be assigned

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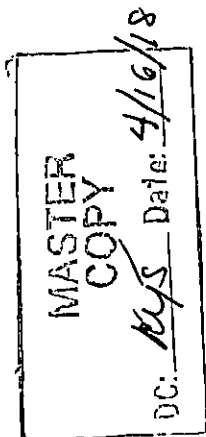
JOB TITLE : **CLERK III**
OFFICE : Office of the Assistant Vice-President-PRO
SALARY GRADE : 6

JOB SUMMARY:

Under general supervision, the Clerk III shall be responsible for performing a variety of administrative duties in the discharge of the official functions of the Office.

JOB DESCRIPTION:

1. Receives and records in a logbook or any records keeping device all incoming and outgoing communications/correspondences, reports and documents to and from the office.
2. Distributes all incoming and outgoing documents received to the appropriate addressee/s.
3. Establishes and maintains the general and other files of the office.
4. Types reports, memoranda, correspondences and other outputs of the office.
5. Assists in the receiving of callers, guests and visitors of the office.
6. Attends to the administrative task of calling, conducting, documenting meetings, discussions or dialogues as necessary.
7. Performs other functions as may be assigned by the supervisor.



JOB TITLE : SOCIAL INSURANCE OFFICER II
OFFICE : Member Management Team-PRO
SALARY GRADE : 13

JOB SUMMARY:

Under general supervision, the Social Insurance Officer II shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of small-sized organized groups/private and government agencies; b) benefit payment computation; and member data management.

JOB DESCRIPTION:

1. Accountable to any of the following set of activities/tasks depending on what Division he/she will be assigned:

SET 1: MARKETING AND MEMBERSHIP

1. Assists in groundworking/gathering and analysis of various market data/information needed in marketing program
2. Perform marketing/advocacy-related tasks to target organized groups and individuals, from the information education campaign to enrollment stage
3. Conduct presentation of the National Health Insurance Program to potential donors/Sponsors including but not limited to the Organized Groups and Private/Government Agencies belonging to small scale/small size category
4. Conduct orientation and re-orientation on NHIP to various stakeholders including the private and government sector members
5. Attend to telephone and walk-in queries and complaints of members and other stakeholders of the NHI Program
6. Prepare reply to letter of inquiry and complaints from members and various stakeholders of the NHI Program
7. Assist in the preparation of a comprehensive marketing-related reports and information for ready reference of PRO Officers and Staff, which may include the following;
 - Status of membership coverage by sector vs. set target
 - Trends and history of membership drop-outs and its causes
 - Table of marketing strategies implemented and its impact on membership enrollment
8. Performs other related tasks as may be assigned

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SET 2: MEMBER DATA MANAGEMENT

1. Conduct regular scanning the membership database for double entry and other irregularities

2. Prepare and maintain a periodic report on the status of membership database updating/maintenance for ready reference of PRO Officers and Staff
3. Monitor all issues and concerns regarding membership data and recommend and/or take appropriate action to manage them
4. Recommend actions to correct and control data irregularities
5. Coordinate with/prepare letters to private and government employers with identified deficiency in submitted membership forms and/or required attachments to it
6. Prepare reply to inquiries and complaints regarding membership data
7. Prepare various reports, presentation materials, correspondence and other documents as may be required by the higher Officer
8. Performs other related tasks as may be assigned

SET 3: COLLECTION

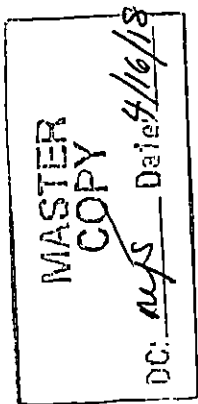
The same as that of the task and activities of the SIO III (SG 15). The only difference is that the SIO III has higher performance target in terms of quantity and level of clients being served.

SET 4 : ACCREDITATION AND QUALITY ASSURANCE

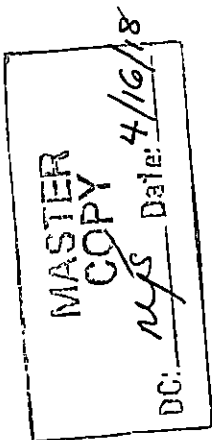
1. Receive, evaluate and process application for initial accreditation, renewal of accreditation and re-accreditation of Professional Health Care Professionals
2. Assist in recording, processing and analysis of data in the Monthly Mandatory Hospital Report and Out-Patient Benefit Report
3. Assist in coordinating with the Management of Institutional Health Care Providers as regards lacking accreditation requirements, schedule of accreditation survey, status of application, etc.
4. Record, process, analyze and evaluate data in Monthly Mandatory Hospital Reports and Out-Patient Benefit Report and the like

SET 5 : CLAIMS PROCESSING (Initial verification and adjudication))

1. Compute the amount of compensable claims based on medical evaluation done and existing policies on payment of claims (ex. Hospital category)



2. Indicate total amount of benefits to be paid and forward claims to encoder
3. Verifies member/dependent eligibility based on document submitted, existing databases and other valid sources
4. Checks completeness of information in claims forms 1 & 2 (if duly filled-up)
5. Indicate deficiencies or lacking documents in claims document, if there is any
6. Verify accuracy/authenticity of information in PhilHealth Claim Forms based on existing database or other valid sources
7. Validate the beneficiaries and providers' eligibility to avail claimed benefits
8. Examine/check completeness of documentary requirements in the claim application before forwarding to the next stage
9. Check the number of received encoded claims and verify the accuracy of encoded information in the list of claims received.
10. Reviews data encoded in route slip
11. Forwards claims to validation encoders for posting of benefits and deficiencies
12. Check category of physician and indicate if D1, D2, D3 or D4
13. Indicate payee (hospital, doctor or member)
14. Considers for inclusion in the computation of benefits other items (drugs/meds/supplies) with or bought outside of hospital used during the confinements
15. Performs other related tasks as may be assigned



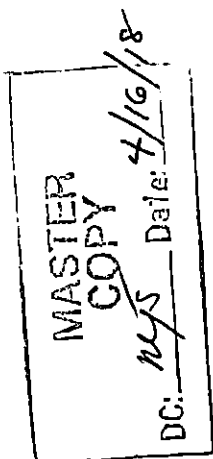
JOB TITLE : **ADMINISTRATION SERVICE OFFICER II**
OFFICE : **General Services Unit-PRO**
SALARY GRADE : **13**

JOB SUMMARY:

Under general supervision, the Administration Services Officer II shall assist in providing general support services to PhilHealth Regional Office and Field Offices.

JOB DESCRIPTION:

1. Evaluate/process requests for repair/maintenance of office equipment/furniture/fixtures
2. Handle proper disposal of unserviceable equipment, furniture and fixtures
3. Conduct Inventory of Supplies and materials (semestral), properties, equipment, furniture and fixtures (Annual)
4. Handle the registration and insurance coverage of automobiles as well as the filing and follow-up of claims due to loss or damage of the same
5. Handle proper disposal of unserviceable automobiles
6. Evaluate and process request for vehicle maintenance/repairs
7. Evaluate and process requests for the use of Official Vehicle and gasoline consumption
8. Maintain schedule of vehicles based on itinerary of travel forwarded to the Division
9. Counterchecks mileage reading recorded in the trip ticket every after travel
10. Prepare monthly report of Official Travel, fuel and oil based on the trip tickets submitted by Drivers
11. Screen billing statements and process payment for office rentals, services consumed for electricity, water, internet, gasoline consumption, etc.
12. Prepare simple complex reports correspondence, reports, presentation materials and other documents as may be assigned
13. Perform other related tasks as may be assigned



JOB TITLE : **ADMINISTRATION SERVICES ASSISTANT B**
OFFICE : General Services Unit-PRO
SALARY GRADE : 10

JOB SUMMARY:

Under general supervision, the Administration Services Assistant B shall provide general assistance in the area of property management, physical resources and transport service management.

JOB DESCRIPTION:

1. Assist in the performance of the following tasks:
 - a. Supply and Property Management
 - Distribution and inventory of supplies and materials,
 - maintenance of record/database of supplies and materials, properties and equipment, furniture and fixtures
 - Repairs and disposal of properties and equipment, furniture and fixtures
 - Updating of directory of suppliers
 - Conduct of price canvassing and ordering
 - Arrangement of office supplies and materials, properties and equipment, and furniture in stock room or designated area
 - b. Physical Resources and Transportation Service Management
 - Preparation and processing of documents for hiring of janitorial and security services, requests for repair of building, air-conditioners, electrical fixtures/ materials and automobile
 - Ensure on time processing of Job Request/Order for building, air-conditioners, electrical and automobile repairs
 - Receive and process all request for the use of vehicle
2. Performs other related tasks as may be assigned

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JOB TITLE : **PUBLIC RELATIONS OFFICER III**
OFFICE : Public Affairs Unit-PRO
SALARY GRADE : 18

JOB SUMMARY

Under general supervision, the Public Relations Officer III shall prepare, implement and monitor implementation of public relations strategies on ensuring synergistic implementation of the Corporate Communication Plan particularly in the PhilHealth Regional Office (PRO) level

JOB DESCRIPTION

Guided by the overall Corporate Communication Plan, the Public Relations Officer III shall:

1. Plan and conduct public and media-related programs/projects/activities in the PRO (tri-media/IEC campaign)
2. Design and develop various local information materials such as audio-visual materials, brochures, primers, etc.
3. Prepare/review major news releases, radio and TV scripts about PRO activities and NHI Program in general
4. Spearhead the conceptualization and conduct of Corporate events including but not limited to Anniversary celebration, launching of programs/projects, Corporate exhibits and the like
5. Prepare various speeches as needed
6. Prepare write-ups featuring the NHIP at the PRO as contribution to corporate newsletter and other publications/advisories for internal and external circulation
7. Conduct various research studies and surveys on the impact of the NHIP implementation and other related subjects;
8. Conduct continuous review of the existing work processes of the unit and recommend change/s to improve and maximize the performance of the unit
9. Review the works/outputs of learners directly working under his/her supervision and conduct learning sessions and/or coaching to improve their competencies
10. Performs other related duties that may be assigned

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