



October 7, 2019

CORPORATE MEMORANDUM

No. 1019 - 0069

Notice of Vacancies (Casual Position)

Attached is the List of Vacancies for casual positions in the Corporation authorized to be filled indicating the corresponding item number, salary grade and qualification standard.

Application Form (Annex D) together with Personal Data Sheet (revised 2017), curriculum vitae, recent ID picture, certificate of eligibility, copies of 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 directly submitted to **Human Resource Department (HRD)** at **Room 1509 15th floor CityState Center Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City.**

Application period: OCT 21 2019 to OCT 30 2019

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

You may contact HRD at 8441-7442 local 7524 for further queries.

BGEN. RICARDO C. MORALES, AFP (RET) FICD
President and Chief Executive Officer (CEO)

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DC: 6677 Date: 10/21/19



LIST OF VACANCIES

CASUAL

Position, SG: Item No.: Organizational Unit:	Clerk III (SG – 6) CAS-0100-0114 Information Technology Management Department
	Education: Completion of two (2) years studies in college Work Experience: None required Training: None required Eligibility: Career Service (Subprofessional)/ First Level Eligibility
Preference	Preferably graduate in Computer Science, Information Technology or any course related to the job
Job Description:	<p>Duties and Responsibilities of the Position:</p> <ol style="list-style-type: none"> 1. Establishes a systematic filing system and maintains complete and updated file of documents; 2. Delivers communications and other documents to the concerned personnel; 3. Encodes reports and other documents; 4. Receives all calls and visitors of the office; 5. Maintains inventory and proper storage of office supplies and materials and ensures timely distribution of the same in the office; 6. Assists in facilitating systems for deployment and coordinates with concerned offices/units; 7. Assists in the arrangement/conduct of ITRMD training / technology updates; 8. Prepares memoranda, presentation materials, correspondences and other documentation; and 9. Performs other related tasks that may be assigned or delegated by her/his superior.

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Date: 10/21/19

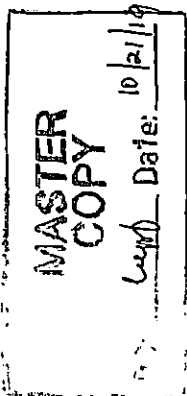
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LIST OF VACANCIES

CASUAL

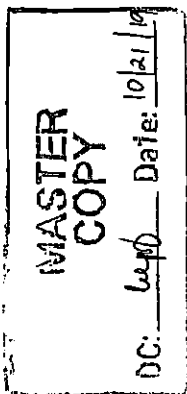
Position, SG: Item No.: Organizational Unit:	Social Insurance Officer I (SG – 11) CAS-0100-0097 Information Technology Management Department
	Education: Bachelor's degree relevant to the job Work Experience: None required Training: None required Eligibility: Career Service (Professional)/ Second Level Eligibility
Job Description:	Duties and Responsibilities of the Position: <ol style="list-style-type: none">1. Assist in defining, analyzing, getting new or improved Service Request System and Account Management System;2. Respond to the service request of the user for information vis-à-vis a query or technical assistance to address an IT incident or issue;3. Management of user accounts of all user that involves the creation, deactivation, updating and password resetting of all Application System, Network, Internet, Outlook and e-mail Accounts;4. Issuance of Information Technology Advisories on the accessibility Issue, System and Hardware maintenance; and5. Escalation of highly technical issues reported to concern Specialized Response Team (SRT).



LIST OF VACANCIES

CASUAL

Position, SG: Item No.: Organizational Unit:	Social Insurance Officer II (SG – 13) CAS-0100-0077 Information Technology Management Department
	Education: Bachelor's degree relevant to the job Work Experience: None required Training: None required Eligibility: Career Service (Professional)/ Second Level Eligibility
Job Description:	Duties and Responsibilities of the Position: <ol style="list-style-type: none">1. Administer and manage Oracle, MS SQL Server and Interbase databases in production, development, test and data warehouse environments, including installation, migration, upgrades, patch management, troubleshooting and performance tuning;2. Performs database backup and recovery;3. Develop Scripts for user creation, data matching, report generation, automation of routine tasks and data manipulation not handled by systems;4. Interact/Provide supports with multiple levels of personnel within the organization and externally in completion of operational projects, issues, concerns and requests;5. Conducts research on new techniques to improve database performance, ease-of-use, and information availability; and6. Performs other related tasks as may be assigned or delegated by the Division Chief of the ITRMD



LIST OF VACANCIES

CASUAL

Position, SG: Item No.: Organizational Unit:	Social Insurance Assistant I (SG – 8) CAS-0007-0006 Organization and Systems Development Office
	Education: Completion of two (2) years studies in college Work Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (Subprofessional)/ First Level Eligibility
Preference	
Job Description:	Duties and Responsibilities of the Position: 1. Duties and Responsibilities of the Position; 2. Drafts and encodes reports, memoranda, correspondences and other documents of the Office; 3. 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; 4. Organizes and documents meetings called by the Department Manager; 5. Receives/ handles telephone calls; 6. Attends to guests/visitors of the Office; 7. Assists in establishing 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 Office; and 8. Pursues self-learning and development to improve/sustain the required level of job competencies.

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