



February 18, 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: February 19 to 28, 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

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 (reposting) 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

Position, SG: Organizational Unit: (Place of Assignment) & Item No.	Social Insurance Assistant – I (P-AIMS) / SG-8 Collection Section NCR South - CAS-0005-0066 (Reposting) Collection Section NCR North- CAS-0005-0056
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

Position, SG:	Clerk III / SG-6
Organizational Unit: (Place of Assignment) & Item No.	NCR South – CAS-1901-0129 (reposting) NCR North – CAS-1902-0059 CAS-1902-0165
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)
Job Description:	<ol style="list-style-type: none">1. Performs frontline services.2. Receives and encodes various documents.3. Performs other related task as may be assigned.