



March 5, 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: March 6 to 15, 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 *by VP*
PhilHealth Regional Office NCR

LIST OF VACANCIES

(In compliance with RA 7041)

CASUAL

Position, SG:	Social Insurance Assistant – (P-CARES) / SG-8
Organizational Unit: (Place of Assignment) & Item No	Office of the Manager NCR Central – CAS-0006-0091 CAS-0006-0073
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. B.S. Nursing2. Eligibility: R.A. 1080 / Registered Nurse3. 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:	Clerk III / SG-6
Organizational Unit: (Place of Assignment) & Item No.	NCR North – CAS-1902-0105 CAS-1902-0162
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.

LIST OF VACANCIES

(In compliance with RA 7041)

CASUAL

Position, SG:	Social Insurance Assistant – / SG-8
Item No.	CAS-1900-0023
Organizational Unit: (Place of Assignment)	Fund Management Section OVP, PRO NCR
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 preferably accounting graduate Experience : With experience in the preparation / remittance of withholding taxes and preparation of financial statements Eligibility: Preferably Certified Public Accountant (CPA)
General Function of the position:	<ol style="list-style-type: none">1. Facilitates the accurate and timely processing of financial transactions, updating of financial records and preparation of financial reports such as BIR reports.2. Performs other related tasks 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 / SG-8 NCR Central - CAS-1903-0018
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)3. Experience: With claims processing experience
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.