



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
VCP Building, 68 Kalayaan Avenue, Teacher's Village West, Quezon City
Call Center: (02) 441-7442 Trunkline: (02) 441-7444
www.philhealth.gov.ph



PhilHealth@24:
Tungo sa Kalusugan
Para sa Lahat

March 25, 2019

Notice of Vacancy
(Job Order Contractor)

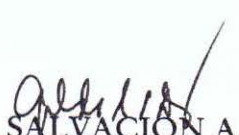
Attached is the Notice of Vacancy for the vacant Job Order Contractor positions in the Corporation with the minimum qualification standards for filling-in.

Application form together with, fully accomplished Personal Data Sheet with recent passport-sized picture and Work Experience Sheet (CS Form No. 212-revised 2017), Diploma, Transcript of Records, 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 25 to April 4, 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

Job Order Contractor

Position, SG:	Adjudicator / SG-8
Organizational Unit: (Place of Assignment)	Benefits Administration Section (1 position) NCR Central Benefits Administration Section (2 positions) NCR South
Minimum Qualification Standard (QS):	<ol style="list-style-type: none">1. Education: Bachelor's Degree graduate2. Experience: None3. Training: None4. Eligibility: None required
Job Description:	<ol style="list-style-type: none">1. Tasked to electronically adjudicate claims.2. Performs other related task as may be assigned.



March 25, 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 25 to April 4, 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 – I (P-AIMS) / SG-8 Collection Section NCR South - CAS-0005-0066 (Reposting)
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: Organizational Unit: (Place of Assignment) & Item No	Social Insurance Assistant – (P-CARES) / SG-8 Office of the Manager NCR South – CAS-0006-0145 (reposting) CAS-0006-0143 (reposting) CAS-0006-0134
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 a locality within the jurisdiction of the PhilHealth Regional Office where he/she is applying; 4. No affiliation with the HCI 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:	Social Insurance Assistant – / SG-8 (PhilHealth Anti-Fraud Members-PAFs)
Item No.	CAS-0004-0020 (reposting)
Organizational Unit: (Place of Assignment)	Legal Services Unit OVP, PRO NCR
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 graduate relevant to the job, preferably with legal, medical or allied health educational background.2. Eligibility: Registered Nurse or licensed in any allied medical profession.3. Not a relative of any accredited hospital owners, officers and accredited health care professional within 4th civil degree by consanguinity or affinity.4. Must be computer literate.
General Function of the position:	<ol style="list-style-type: none">1. Assist in the implementation of preventive and detective systems and procedures such as intensive daily monitoring of pre-selected health care institutions and professionals.2. Propose investigative policies, guidelines and procedures.3. Performs other related tasks as may be assigned.