



April 1, 2019

Notice of Vacancy
(Casual Position)


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: April 2 to 12, 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
Vice President
PhilHealth Regional Office NCR

LIST OF VACANCY

(In compliance with RA 7041)

CASUAL

Position, SG: Organizational Unit: (Place of Assignment) & Item No.	Clerk III / SG-6 NCR South – CAS-1901-0103
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.