



May 9, 2019

Notice of Vacancies
(Job Order Contractors)


Attached is the Notice of Vacancies 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), authenticated certificate of eligibility or board rating certificate 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: May 10 to 19, 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 (Job Order Contractor)

Position, SG: Organizational Unit: (Place of Assignment)	Social Insurance Assistant – I (PhilHealth Account Information Management Specialist -PAIMS) / SG-8 Collection Section/ Local Health Insurance Office (LHIO) NCR Central – 14 positions Collection Section/ Local Health Insurance Office (LHIO) NCR North – 13 positions Collection Section/ Local Health Insurance Office (LHIO) NCR South – 25 positions
Minimum Requirements:	<ol style="list-style-type: none">1. Must be a Bachelor's degree holder, preferably a financial, business management or marketing related course; preferably with marketing, sales financial or accounts management work or experience or training;2. Willing to undergo field work;3. Must have at least Career Service (Sub-Professional)/ First Level Eligibility;4. Knowledgeable on Microsoft Word, Excel and Powerpoint and willing to learn new computer program/applications;5. With good interpersonal and communication skills;6. Preferably a local resident within the area of coverage of the LHIO or willing to be assigned in any LHIO;7. Must not be a relative of any PhilHealth employee up to 5th degree of consanguinity or affinity.
Job Description:	<ol style="list-style-type: none">1. Ensure employer compliance to PhilHealth membership registration, premium remittance and reportorial requirements;2. Conduct account management and monitoring on the assigned accounts; i.e. evaluation of remittance and reporting standing of employers within your area of jurisdiction;3. Ensure that expected output/ deliverables are attained;4. Perform other additional tasks as may be deemed necessary to achieve the objectives of the PhilHealth Account Management and Monitoring Strategy (PAMMS).