



June 14, 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: June 17 to 27, 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 VACANCIES

(In compliance with RA 7041)

CASUAL

Position, SG:	Clerk III / SG-6
Organizational Unit: (Place of Assignment) & Item No.	NCR North – CAS-1902-0164 CAS-1902-0166 CAS-1902-0119 NCR Central – CAS-1903-0091 NCR South - CAS-1901-0089 CAS-1901-0074
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 graduate.2. Excellent typing skills.
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 (Reposting)

Position, SG:	Social Insurance Assistant – (P-CARES) / SG-8
Organizational Unit: (Place of Assignment) & Item No.	Office of the Manager NCR South – CAS- 0006-0134 CAS- 0006-0143 CAS- 0006-0145
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; 5. Willing to be assigned in any of the accredited HCIs within the jurisdiction of the PhilHealth Regional Office he/she is applying to.
Job Description:	<ol style="list-style-type: none"> 1. Provide members, dependents and other clients with assistance during admission, confinement and discharge; 2. Conduct surveys at the HCI level in aid of policy formulation; 3. Perform tasks in support of the NBB policy formulation, point-of-service enrolment, and other priority projects of the Corporation that may require provision of services to members at the point-of-benefit availment; 4. Liaise between the member, the HCI, the Corporation and other stakeholders to ensure benefits are availed and Customer experience at the HCI level is well documented; 5. 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); 6. Performs other related task as may be assigned but within the bounds of the rules of the Corporation.

LIST OF VACANCY
(In compliance with RA 7041)

CASUAL

Position, SG:	Social Insurance Officer II / SG-13
Item No.	NCR North - CAS-1900-0001
Organizational Unit: (Place of Assignment)	
Minimum Qualification Standard (QS):	Education: Bachelor's degree relevant to the job Experience: None required Training: None required Eligibility: Career Service Professional/Second Level Eligibility
Additional Qualification Requirement / Preference:	1. Proficient in MS Excel.
Job Description:	<ol style="list-style-type: none"> 1. Supervises the PhilHealth Accounts Information Management Specialist (PAIMS). 2. Assigns Accounts Monitoring Officers to ensure the efficient handling and proper coordination of concerns and monitor the performance scorecard of the PAIMS as part of the evaluation process of the project. 3. Facilitate Accounts loading of all PAIMS. 4. Provide technical support and training to PAIMS. 5. Monitor newly registered employees for subsequent accounts loading. 6. Analyze data collection, interprets and identify patterns and trends of premium contribution of the Employed Sector. 7. Verify the completeness, validity and accuracy of data/reports. 8. Identify policy gaps and make recommendations about the methods and ways in which the Corporation obtains the premium contribution to improve quality and efficiency of data. 9. Review and monitor the outputs of PAIMS. 10. Prepares monthly reports. 11. Performs other related tasks as may be assigned.

LIST OF VACANCY
(In compliance with RA 7041)

CASUAL

Position, SG: Organizational Unit: (Place of Assignment) & Item No.	Social Insurance Assistant I- / SG-8 NCR South – CAS- 1901-0008
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.2. Excellent typing skills.3. Experience: With claims processing experience.
Job Description:	<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.