October 18, 2019

Notice of Vacancies
(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: **October 21 to 30, 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.	Social Insurance Assistant I- / SG-8 NCR North – CAS- 1902-0009 (LHIO Caloocan)
Minimum Qualification Standard (QS):	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:	1. Education: Bachelor's degree graduate. 2. Excellent typing skills. 3. Experience in the core processes of PHIC
Job Description:	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.

LIST OF VACANCIES
(In compliance with RA 7041)

CASUAL

Position, SG:	Social Insurance Assistant – I (P-AIMS) / SG-8
.Organizational Unit: (Place of Assignment) & Item No.	Collection Section NCR Central - CAS-0005-0020 CAS-0005-0038 Collection Section NCR North- CAS-0005-0047 Collection Section NCR South - CAS-0005-0066
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:	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:	Social Insurance Assistant – (P-CARES) / SG-8

Organizational Unit: (Place of Assignment) & Item No.	Office of the Manager
	NCR South – CAS- 0006-0134 (re-posting)
	                    CAS- 0006-0145 (re-posting)
	                    CAS-0006-0122
	                    CAS-0006-0137
	
	Office of the Manager
	NCR Central – CAS- 0006-0072

Minimum Qualification Standard (QS):	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:	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:	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 VACANCIES
(In compliance with RA 7041)

CASUAL

Position / SG:	Clerk III / SG-6
Organizational Unit: (Place of Assignment) & Item No.	NCR North – CAS-1902-0059 (LHIO Manila) CAS-1902-0148 (Benefits Administration Section) NCR Central – CAS-1903-0089 (LHIO Rizal- re-posting) CAS-1903-0068 (Membership Section) NCR South - CAS-1901-0136 (Collection Section) CAS-1901-0130 (LHIO Pasig) CAS-1902-0174 (re-posting –Global City Satellite Office)
Minimum Qualification Standard (QS):	1. Education: Completion of two (2) years studies in College 2. Experience: None 3. Training: None 4. Eligibility: Career Service (Sub- Professional)/ First Level Eligibility
Additional Qualification Requirement / Preference:	1. Education: Bachelor's degree graduate. 2. Excellent typing skills.
Job Description:	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: Item No. Organizational Unit: (Place of Assignment)	Courier / SG-4 NCR North - CAS-1902-0186 (re-posting) Collection Section/ Admin Section
Minimum Qualification Standard (QS):	1. Education: Elementary School Graduate 2. Experience: None required 3. Training: None required 4. Eligibility: None required (MC. 11,s 96. Cat III)
Additional Qualification Requirement / Preference:	1. With excellent typing skills 2. With exceptional driving skills 3. With driving work experience 4. Must have a Professional Driver's License
Job Description:	1. Performs frontline services. 2. Receives and encodes various documents. 3. Performs other related task as may be assigned