

### Republic of the Philippines

#### PHILIPPINE HEALTH INSURANCE CORPORATION



5th Floor VCP Building, No. 68 Kalayaan Avenue, Teacher's Village West, Quezon City Call Center: (02) 441-7442 | Trunkline: (02) 441-7444 www.philhealth.gov.ph

October 18, 2019

## Notice of Vacancies

(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 5<sup>th</sup> 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 SAĽVACÍON A. DIA

Vice President

PhilHealth Regional Office NCR





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### LIST OF VACANCIES

## (Job Order Contractor) (Re-posting)

Position, SG:	Legal Researcher / Special Investigator III/ SG-18	
Organizational Unit: (Place of Assignment)	Legal Services Unit, PhilHealth Regional Office NCR 3 vacant positions	
Minimum Qualification Standards:	<ol> <li>Education: Bachelor's degree relevant to the job</li> <li>Experience: One year relevant experience</li> <li>Training: Eight hours of relevant training</li> <li>Eligibility: None required</li> </ol>	
Additional Qualification Requirement / Preference:	Preferably a graduate of Bachelor of Laws	
Job Description:	<ol> <li>Assist in the conduct of collection activities and investigation;</li> <li>Draft pleadings, demand letters and other documents;</li> <li>Perform other additional tasks as may be deemed necessary.</li> </ol>	











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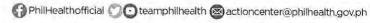


## LIST OF VACANCIES

# (Job Order Contractor) (Re-posting)

Position, SG:	Social Insurance Assistant – I (PhilHealth Account Information Management Specialist -PAIMS) / SG-8		
Organizational Unit:			
(Place of Assignment)	Collection Section		
	NCR South (Pasig City)–13 positions		
	Collection Section		
	NCR North (Caloocan City)- 6 positions		
Minimum			
Requirements:	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;		
	<ol> <li>Must have at least Career Service (Sub-Professional)/ First Level Eligibility;</li> </ol>		
	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 5 <sup>th</sup> degree of consanguinity or affinity.		
Job Description:			
	<ol> <li>Ensure employer compliance to PhilHealth membership registration, premium remittance and reportorial requirements;</li> </ol>		
	<ol> <li>Conduct account management and monitoring on the assigned accounts; i.e evaluation of remittance and reporting standing of employers within your area of jurisdiction;</li> </ol>		
	<ol><li>Ensure that expected output/ deliverables are attained;</li></ol>		
	<ol> <li>Perform other additional tasks as may be deemed necessary to achieve the objectives of the PhilHealth Accounst Management and Monitoring Strategy (PAMMS).</li> </ol>		







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PhilHealth@24: Tungo sa Kalusugan Para sa Lahat

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### LIST OF VACANCIES

# (Job Order Contractor)

Position, SG:	Adjudicator / SG-8
Organizational Unit: (Place of Assignment)	Benefits Administration Section ( 3 positions) NCR Central – Quezon City  Benefits Administration Section ( 2 positions) NCR South – Pasig City
Minimum Qualification Standard (QS):	<ol> <li>Education: Bachelor's Degree graduate</li> <li>Experience: None</li> <li>Training: None</li> <li>Eligibility: None required</li> </ol>
Additional Qualification Requirement / Preference:	1. Excellent typing skills
Job Description:	Tasked to electronically adjudicate claims.     Performs other related task as may be assigned.



