



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 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 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 style="list-style-type: none">1. Education: Bachelor's degree relevant to the job2. Experience: One year relevant experience3. Training: Eight hours of relevant training4. Eligibility: None required
Additional Qualification Requirement / Preference:	<ol style="list-style-type: none">1. Preferably a graduate of Bachelor of Laws
Job Description:	<ol style="list-style-type: none">1. Assist in the conduct of collection activities and investigation;2. Draft pleadings, demand letters and other documents;3. Perform other additional tasks as may be deemed necessary.



LIST OF VACANCIES

(Job Order Contractor) (Re-posting)

<p>Position, SG:</p> <p>Organizational Unit: (Place of Assignment)</p>	<p>Social Insurance Assistant – I (PhilHealth Account Information Management Specialist -PAIMS) / SG-8</p> <p>Collection Section NCR South (Pasig City)– 13 positions</p> <p>Collection Section NCR North (Caloocan City)– 6 positions</p>
<p>Minimum Requirements:</p>	<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.
<p>Job Description:</p>	<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).





LIST OF VACANCIES

(Job Order Contractor)

Position, SG: Organizational Unit: (Place of Assignment)	Adjudicator / SG-8 Benefits Administration Section (3 positions) NCR Central – Quezon City Benefits Administration Section (2 positions) NCR South – Pasig City
Minimum Qualification Standard (QS):	<ol style="list-style-type: none"> 1. Education: Bachelor's Degree graduate 2. Experience: None 3. Training: None 4. Eligibility: None required
Additional Qualification Requirement / Preference:	<ol style="list-style-type: none"> 1. Excellent typing skills
Job Description:	<ol style="list-style-type: none"> 1.Tasked to electronically adjudicate claims. 2.Performs other related task as may be assigned.

