



January 30, 2020

**Notice of Vacancies**  
(Casual Position)

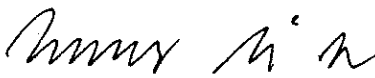
Attached is the Notice of Vacancies for the vacant casual positions in the Corporation with the corresponding item number, salary grade and qualification standards for filling-in.

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 5<sup>th</sup> Floor VCP Building, 68 Kalayaan Avenue, Teacher's Village West, Quezon City.

**Application period: February 3 to 12, 2020**

**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.

  
**DR. FRANCISCO Z. SORIA, JR.**  
Vice President  
PhilHealth Regional Office NCR

## LIST OF VACANCIES

(In compliance with RA 7041)

### CASUAL

Position / SG:  Organizational Unit: (Place of Assignment) & Item No.	Clerk III / SG-6  NCR Central – CAS-1902-0157 (Collection Section)  NCR South - CAS-1901-0040 – Benefits Administration Section CAS-1901-0066- Global City Taguig CAS-1901-0139- Global City Taguig/ BAS
Minimum Qualification Standard (QS):	<ol style="list-style-type: none"><li>1. Education: Completion of two (2) years studies in College</li><li>2. Experience: None</li><li>3. Training: None</li><li>4. Eligibility: Career Service (Sub- Professional)/ First Level Eligibility</li></ol>
Additional Qualification Requirement / Preference:	<ol style="list-style-type: none"><li>1. Education: Bachelor's degree graduate.</li><li>2. Excellent typing skills.</li></ol>
Job Description:	<ol style="list-style-type: none"><li>1. Performs frontline services.</li><li>2. Receives and encodes various documents.</li><li>3. Performs other related task as may be assigned.</li></ol>

## 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.	<p>Office of the Manager NCR South – CAS- 0006-0134 (re-posting) / CAS- 0006-0145 (re-posting) CAS-0006-0122 (re-posting) / CAS-0006-0137 (re-posting)</p> <p>Office of the Manager NCR Central – CAS- 0006-0072 (re-posting)</p> <p>Office of the Manager NCR North – CAS- 0006-0099 / CAS- 0006-0118/ CAS- 0006-0105</p>
Minimum Qualification Standard (QS):	<ol style="list-style-type: none"> <li>1. Education: Completion of two (2) years studies in College</li> <li>2. Experience: 1 year of relevant experience</li> <li>3. Training: 4 hours of relevant training</li> <li>4. Eligibility: Career Service (Sub- Professional)/ First Level Eligibility</li> </ol>
Additional Qualification Requirement / Preference:	<ol style="list-style-type: none"> <li>1. B.S. Nursing;</li> <li>2. Eligibility: R.A. 1080 / Registered Nurse;</li> <li>3. Preferably a resident of a locality within the jurisdiction of the PhilHealth Regional Office where he/she is applying;</li> <li>4. No affiliation with the HCI officers or its employees / staff up to the 4<sup>th</sup> degree of affinity or consanguinity;</li> <li>5. Willing to be assigned in any of the accredited HCIs within the jurisdiction of the PhilHealth Regional Office he/she is applying to.</li> </ol>
Job Description:	<ol style="list-style-type: none"> <li>1. Provide members, dependents and other clients with assistance during admission, confinement and discharge;</li> <li>2. Conduct surveys at the HCI level in aid of policy formulation;</li> <li>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;</li> <li>4. Liaise between the member, the HCI, the Corporation and other stakeholders ensure benefits are availed and Customer experience at the HCI level is well documented;</li> <li>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);</li> <li>6. Performs other related task as may be assigned but within the bounds of the rules of the Corporation.</li> </ol>

## LIST OF VACANCIES

(In compliance with RA 7041)

### CASUAL

Position, SG:	Courier / SG-4
Item No.	CAS-1902-0186 (reposting)
Organizational Unit: (Place of Assignment)	NCR North, Admin Section
Minimum Qualification Standard (QS):	<ol style="list-style-type: none"><li>1. Education: Elementary School Graduate</li><li>2. Experience: None required</li><li>3. Training: None required</li><li>4. Eligibility: None required (MC. 11,s 96. Cat III)</li></ol>
Additional Qualification Requirement / Preference:	<ol style="list-style-type: none"><li>1. With excellent driving skills</li><li>2. Must have a Professional Driver's License</li></ol>
Job Description:	<ol style="list-style-type: none"><li>1. Driver</li></ol>

## 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-0005-0022  Collection Section NCR North- CAS-0005-0063  Collection Section NCR South - CAS-0005-0066 (re-posting)
Minimum Qualification Standard (QS):	<ol style="list-style-type: none"> <li>1. Education: Completion of two (2) years studies in College</li> <li>2. Experience: 1 year of relevant experience</li> <li>3. Training: 4 hours of relevant training</li> <li>4. Eligibility: Career Service (Sub- Professional)/ First Level Eligibility</li> </ol>
Additional Qualification Requirement / Preference:	<ol style="list-style-type: none"> <li>1. Education: Bachelor's degree graduate preferably Business / Marketing Course</li> <li>2. Experience &amp; Training: Preferably with marketing, sales &amp; accounts management work experience &amp; training</li> </ol>
Job Description:	<ol style="list-style-type: none"> <li>1. Conducts orientation (Employers' Forum, EPRS).</li> <li>2. Monitors accounts of delinquent &amp; non-remitting employers.</li> <li>3. Monitors &amp; ensure collection efficiency.</li> <li>4. Monitors reporting compliance.</li> <li>5. Performs other related tasks as may be assigned</li> </ol>

## LIST OF VACANCIES

(In compliance with RA 7041)

### CASUAL

Position, SG:	Social Insurance Officer II / SG-13A
Item No.	CAS-1903-0001 (re-posting)
Organizational Unit: (Place of Assignment)	Benefits Administration Unit NCR Central
Minimum Qualification Standard (QS):	1. Education: Bachelor's degree relevant to the job 2. Experience: None required 3. Training: None required 4. Eligibility: Career Service Professional/Second Level Eligibility
Additional Qualification Requirement:	1. Education: Doctor of Medicine 2. Experience: 1 year of relevant experience 3. Training: 8 hours of relevant training 4. Eligibility: RA1080
Job Description:	1. Under general supervision, and shall perform either medical evaluation of claims or evaluation of accreditation of health care providers. 2. Review of the medical aspect of claims forwarded for Reconsideration. 3. Performs other related tasks as may be assigned.