



June 25, 2020

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 and updated Personal Data Sheet with recent passport-sized picture and Work Experience Sheet (CS Form No. 212-revised 2017), Diploma, Transcript of Records, authenticated certificate of eligibility, 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 26 to July 5, 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.

GREGORIO C. RULLODA

Area Vice President

Area II- South Luzon and NCR

And Concurrent Vice President-PRO NCR



LIST OF VACANCIES Job Order Contractor

Position/ SG: Organizational Unit: (Place of Assignment)	Adjudicator / SG-8 Benefits Administration Section NCR South (1 position) Benefits Administration Section NCR North (1 position)
Minimum Qualification Standard (QS):	<ol style="list-style-type: none">1. Education: Bachelor's Degree graduate2. Experience: 1 year relevant experience3. Training: 4 hours relevant training4. Eligibility: None required
Job Description:	<ol style="list-style-type: none">1. Tasked to electronically adjudicate claims.2. Performs other related task as may be assigned.



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

PhilHealth Regional Office – National Capital Region
VCP Building, 68 Kalayaan Avenue, Teachers Village West, Quezon City
Call Center: (02) 8441-5680 | Trunkline: (02) 8441-5677
www.philhealth.gov.ph



LIST OF VACANCIES
Job Order Contractor
(Re-posting)

Position/ SG: Organizational Unit: (Place of Assignment)	Social Insurance Assistant – I (PhilHealth Account Information Management Specialist -PAIMS) / SG-8 Collection Section/ Local Health Insurance Office (LHIO) NCR South (Pasig City)– 10 positions Collection Section/ Local Health Insurance Office (LHIO) NCR North (Manila)– 1 Collection Section/ Local Health Insurance Office (LHIO) NCR Central (Manila)– 3 positions
Minimum Requirements:	<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.
Job Description:	<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).





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LIST OF VACANCIES
Job Order Contractor
(Re-posting)

Position, SG:	Medical Evaluator / SG- 23
Organizational Unit: (Place of Assignment)	Benefits Administration Section NCR Central – 1 vacant position Benefits Administration Section NCR South – 1 vacant position
Minimum Qualification Standard (QS):	1. Education: Doctor of Medicine 2. Experience: None 3. Training: None 4. Eligibility: R.A. 1080 / Doctor of Medicine
Job Description:	1. Responsible for medical prepayment review 2. Performs other related task as may be assigned.

