



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



UNIVERSAL HEALTH CARE
KALUSUGAN AT KAINIBIG PARA SA LAHAT

July 8, 2020

Notice of Vacancies
(Job Order Contractors)

Attached is the Notice of Vacancies 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), authenticated certificate of eligibility or board rating certificate 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 Unit (HRDU) at 5th Floor VCP Building, 68 Kalayaan Avenue, Teacher's Village West, Quezon City.**

Application period: July 9 – 18, 2020

Only applications submitted within the application period and with complete documents shall be considered for evaluation.

You may contact HRU at 8441-5677 or 8441-5680 for queries.

GREGORIO C. RULLODA

Area Vice President

Area-II- South Luzon and NCR

And Concurrent Vice President- PRO NCR





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**LIST OF VACANCIES
 (Job Order Contractor)**

Position, SG:	Social Insurance Assistant – I / SG-8 PhilHealth-Malasakit Center (DOH-retained hospitals and UP-PGH)
Organizational Unit: (Place of Assignment)	NCR Central – 18 positions NCR North- 18 positions NCR South – 6 positions
Minimum Qualifications	<ol style="list-style-type: none"> 1. Education: Completion of two (2) years of studies in College 2. Training: None Required 3. Work Experience: None required 4. Eligibility : Career Service (Sub-professional)
Preferences	<ol style="list-style-type: none"> 1. A resident of a locality within the jurisdiction of the PhilHealth Regional Office where he/she is applying; 2. No affiliation with the HCI officers or its employees/ staff up to the 4th degree of affinity/ consanguinity; 3. Willing to be assigned in any of the DOH-retained hospitals and UP-PGH with Malasakit Centers within the jurisdiction of the PhilHealth Regional Office he/she is applying to.
Roles and Responsibilities	<ol style="list-style-type: none"> 1. Provide assistance to clients in Malasakit Centers by coordinating with other agencies (e.g. Department of Health, Philippine Charity Sweepstakes Office and Department of Social Welfare and Development) 2. Verify benefit eligibility of patients. 3. Assist clients to ensure that they are equipped with essential information about PhilHealth. 4. Enroll and update membership records through the use of appropriate IT System. 5. Issue Member Data Record and PhilHealth Identification Card. 6. Provide support in the individual assignment of expanded PCB (EPCB) Beneficiaries to EPCB HCI and generation of Authorization Transaction Code (ATC) in HCI where they are assigned. 7. Coordinate with Local Health Insurance Offices. 8. Coordinate with Malasakit Center Chief on issues, gaps, and recommendations on the operations of the Malasakit Center. 9. Ensure the security of corporate account and observe measures to maintain privacy and confidentiality of patient’s and member’s data. 10. Submit monthly accomplishment report and issues and concerns observed during deployment thru an online module developed by PCMO, HFPS.

