



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  
 FOR ALL PHILIPPINES

November 4, 2020

**PRO NCR HRU MEMORANDUM**

No. **2020-028**<sub>ny</sub>

**TO : ALL INTERESTED APPLICANTS**

**FROM : ELIZABETH S. FERNANDEZ, M.D.**  
 Vice President  
 PhilHealth Regional Office – NCR

**SUBJECT : Notice of Vacancies (Job Order Contractors) (Reposting)**

Attached is the List of Vacancies for job order contractor positions in the Corporation authorized to be filled with the minimum qualification standards.

Application Form (Annex D) together with 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 directly submitted to **Human Resource Unit (HRU) at 5<sup>th</sup> Floor VCP Building, #68 Kalayaan Avenue, Teacher’s Village West, Quezon City.**

Application Period: **NOV 05 2020 TO NOV 14 2020**

After such period, no applications shall be entertained. Further, only applicants with complete documents shall be considered for evaluation.

You may contact HR Unit at (8)441-5677 or (8)441-5680 for further queries.





## LIST OF VACANCIES

### JOB ORDER CONTRACTOR

Position / SG:	<b>Social Insurance Assistant I / Salary Grade-8</b> <b>PhilHealth-Malasakit Center (DOH-retained hospitals and UP-PGH)</b>
Organizational Unit: (Place of Assignment) and Item Number	<b>PRO NCR NORTH – 18 Positions</b> <b>PRO NCR CENTRAL – 18 Positions</b> <b>PRO NCR SOUTH – 6 Positions</b>
Minimum Qualifications	<ol style="list-style-type: none"> <li>1. Education: Completion of two (2) years of studies in College</li> <li>2. Training: None required</li> <li>3. Work Experience: None required</li> <li>4. Eligibility: Career Service (Sub-professional)</li> </ol>
Preferences	<ol style="list-style-type: none"> <li>1. A resident of a locality within the jurisdiction of the PhilHealth Regional Office where he/she is applying;</li> <li>2. No affiliation with the HCI officers or its employees/staff up to the 4<sup>th</sup> degree of affinity/consanguinity;</li> <li>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.</li> </ol>
Roles and Responsibilities	<ol style="list-style-type: none"> <li>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).</li> <li>2. Verify benefit eligibility of patients.</li> <li>3. Assist clients to ensure that they are equipped with essential information about PhilHealth.</li> <li>4. Enroll and update membership records through the use of appropriate IT System.</li> <li>5. Issue Member Data Record and PhilHealth Identification Card.</li> <li>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.</li> <li>7. Coordinate with Local Health Insurance Offices.</li> <li>8. Coordinate with Malasakit Center Chief on issues, gaps, and recommendations on the operations of the Malasakit Center.</li> <li>9. Ensure the security of corporate account and observe measures to maintain privacy and confidentiality of patient's and member's data.</li> <li>10. Submit monthly accomplishment report and issues and concerns observed during deployment thru an online module developed by PCMO, HFPS.</li> </ol>

**MASTER COPY**  
 Date: 11-5-2022  
 Dora Crystal P. Salazar DATE

