



Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**

Citystate Centre, 709 Shaw Boulevard, Pasig City  
Call Center: (02) 8441-7442 | Trunkline: (02) 8441-7444  
www.philhealth.gov.ph



UNIVERSAL HEALTH CARE  
Kalusugan at Kalusugan Para Sa Lahat

May 7, 2021

**HRD MEMORANDUM**

No. 2021-05-209

**TO : ALL INTERESTED APPLICANTS**

**FROM : CHERYL W. PENA**  
Senior Manager  
Human Resource Department

**SUBJECT : Notice of Vacancies (Casual Positions)**

Attached is the List of Vacancies for casual positions in the Corporation the corresponding item number, salary grade and qualification standard that are authorized to be filled.

PhilHealth recognizes the right to equal opportunity in the workplace. Thus, all qualified applicants will be considered for employment without regard to age, ethnicity, religion, sex, civil status, national origin, disability status, political affiliation, or any other similar factors/personal circumstances which run counter to the principles of merit and fitness and equal employment opportunity.

Qualified applicants are advised to send their complete application documents at the **Human Resource Department (HRD)** at Room 1507 15<sup>th</sup> floor CityState Center Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City or at email address [recruitment@philhealth.gov.ph](mailto:recruitment@philhealth.gov.ph) until

MAY 20 2021

List of requirements to be submitted.

**Internal Applicant:**

1. Application Form;
2. Personal Data Sheet (PDS) CS Form No. 212, Revised 2017 with Work Experience Sheet (WES)

**External Applicant:**

1. Application Form;
2. Personal Data Sheet (PDS) or CS Form No. 212, Revised 2017 with Work Experience Sheet (WES);
3. Original copy of authenticated certificate of eligibility/rating/license
  - 3.1 Certificate of Eligibility issued by the CSC or CESB; or
  - 3.2 Valid professional license and certificate of registration issued by PRC/SC for positions involving practice of profession; or





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- 3.3 Professional licenses or Certificate of Registration or Report of Rating issued by PRC/SC for positions not involving practice of profession
- 3.4 Valid licenses issued by authorized regulatory agencies
4. Certification of last year's Performance Rating in the Present Position (for applicants with work experience);
5. Clearances
  - 5.1 Valid National Bureau of Investigation (NBI) or Police Clearance
  - 5.2 Clearance from Money, Property and Work-related Accountabilities from former office (CS Form No. 7, s.-2017) – if applying from transfer from another government agency/office (to be submitted only upon request of the HRD/HRU)
6. Performance Rating – for a period of one (1) year (as applicable)
7. Certified True Copies of Scholastic Records/Academic Records – such as diploma and transcript of records or certification from the Department of Education (DepEd) and/or Commission on Higher Education (CHED) on the authenticity and equivalency of the subjects/courses taken.
8. Certified True Copies of certificates of Training Attended (applicants who will submit thru email or online shall be required to present the original copies of the documents during the scheduled interview).
9. Sworn Declaration/Identification of Relatives Form;
10. Certification of No Conflict of Interest Form; and
11. Non-disclosure Agreement Form.

Application documents submitted in the following instances shall no longer be considered/accepted:

- a. Submitted beyond the publication/posting period;
- b. Documents not properly filled-out; and/or,
- c. Incomplete attachments

You may contact HRD at (02) 8441-7442 local 7521 or 7522 for queries on matters not covered by this advisory.

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## CASUAL

Position, SG: Item No.: Organizational Unit:	<b>Clerk III (SG – 6)</b> <b>CAS-0100-0006</b> <b>Accreditation Department</b>
	Education: Completion of two (2) years studies in college Work Experience: None required Training: None required Eligibility: Career Service (Subprofessional)/ First Level Eligibility
Job Description:	<b>Duties and Responsibilities of the Position:</b> <ol style="list-style-type: none"> <li>1. Receives, accept, encode, prepare routing slip for incoming communication thru Data Tracking System (DTS)/Excel File for information and action of Senior Manager;</li> <li>2. Update, encode, prepare transmittal slip for outgoing communication with action / signature of Senior Manager through DTS/Excel File;</li> <li>3. Update, monitor the schedule and whereabouts of the Senior Manager and coordinate with other department;</li> <li>4. Prepare EME certification of the Senior Manager monthly;</li> <li>5. Attend telephone and walk -in queries on Accreditation Department;</li> <li>6. Prepare spot report on attended meeting/forum/workshops;</li> <li>7. Performed tasks of other Administrative Staff when they are on official leave and official business; and</li> <li>8. Performed task as may be assigned by the Senior Manager and Immediate Supervisor.</li> </ol>

## CASUAL

Position, SG:	<b>Social Insurance Assistant I (SG – 8)</b>
Item No.:	<b>CAS-0100-0006</b>
Organizational Unit:	<b>Accreditation Department</b>
	Education: Completion of two (2) years studies in college Work Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (Subprofessional)/ First Level Eligibility
Job Description:	<b>Duties and Responsibilities of the Position:</b> <ol style="list-style-type: none"> <li>1. Draft initial staff work report on health care providers with appeal and motion for reconsideration;</li> <li>2. Draft approval and denial letters of health care providers discussed in Accreditation Committee Meeting;</li> <li>3. Draft request for legal opinion on application of health care providers with legal implications.</li> <li>4. Submit spot report on internal and external meeting attended;</li> <li>5. Prepare travel reimbursement;</li> <li>6. Edit and finalize agenda for Accreditation Committee Meeting;</li> <li>7. Prepare executive brief for Health Care Providers;</li> <li>8. Draft list of Health Care Providers that recommended for approval and denial of appeal/motion for reconsideration;</li> <li>9. Draft Accreditation Committee Resolution;</li> <li>10. Prepare Minutes of Accreditation Committee Meeting; and</li> <li>11. Prepare materials that needed for Technical Secretariat Meeting, Pre-Accreditation Committee Meeting, Accreditation Committee Meeting and Post Accreditation Committee Meeting</li> </ol>

## CASUAL

Position, SG: Item No.: Organizational Unit:	<b>Social Insurance Officer II (SG – 13)</b> <b>CAS-0100-0008</b> <b>Benefits Development &amp; Research Department</b>
	Education: Bachelor's degree relevant to the job Work Experience: None required Training: None required Eligibility: Career Service (Professional)/ Second Level Eligibility
Job Description:	<b>Duties and Responsibilities of the Position:</b> <ol style="list-style-type: none"><li>1. Perform groundwork in the development and enhancement of benefits;</li><li>2. Prepares technical report/documentation of BDRD workshops and activities;</li><li>3. Address issues and concerns of internal and external stakeholders on inpatient team policies;</li><li>4. Act as resource person in corporate activities and external stakeholder's invitation; and</li><li>5. Performance of other tasks as may be assigned or delegated by supervisor.</li></ol>