

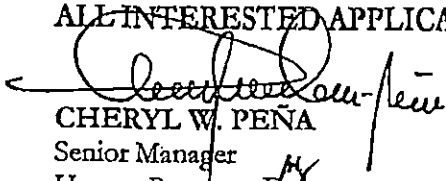


June 23, 2021

**HRD MEMORANDUM**

No. 2021-06-268

**TO :** ALL INTERESTED APPLICANTS

**FROM :**   
CHERYL W. PEÑA  
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 JUL 05 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





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



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KALUSAPAN AT KALUSUGAN PARA SA LAHAT

- 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.



**CASUAL**

<p>Position, SG: Item No.: Organizational Unit:</p>	<p><b>Clerk III (SG – 6)</b> <b>CAS-0100-0020</b> <b>Benefits Development &amp; Research Department</b></p>
	<p>Education: Completion of two (2) years studies in college Work Experience: None required Training: None required Eligibility: Career Service (Subprofessional)/ First Level Eligibility</p>
<p>Job Description:</p>	<p><b>Duties and Responsibilities of the Position:</b></p> <ol style="list-style-type: none"><li>1. Records all incoming communications, reports, documents and maintains accurate and updated logbook or any records keeping device;</li><li>2. Records all outgoing communications, reports, documents or any other records and ensures that corresponding copies are kept on files;</li><li>3. Establishes a systematic filing system and maintains a complete and updated file of documents;</li><li>4. Ensures that all communications are received and forwarded to concerned accountable officers;</li><li>5. Receives all calls and visitors of the division/office/department;</li><li>6. Type reports, memoranda, correspondence, communications and all other output necessary for the attainment of the tasks of the division/office/department;</li><li>7. Assists in organizing meeting/s called for by the officers of the division/office/department;</li><li>8. Ensures that all supporting documents are complete and other requirements complied with before they are forwarded for action/decision; and</li><li>9. Performs other related tasks that may be assigned or delegated by the supervisor.</li></ol>

## CASUAL

<p>Position, SG: Item No.: Organizational Unit:</p>	<p><b>Social Insurance Assistant I/SG – 8 (Reposting)</b> <b>CAS-0100-0206</b> <b>Task Force IT Audit</b></p>
	<p>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</p>
<p>Job Description:</p>	<p><b>Duties and Responsibilities of the Position:</b></p> <ol style="list-style-type: none"> <li>1. Reports to the head of Computer Assisted Audit Tools and Techniques (CAATT) Laboratory– IT Audit.</li> <li>2. Assists in performing CAATTs Laboratory staff function as follows: <ul style="list-style-type: none"> <li>• Perform data extraction, data analytics and data mining;</li> <li>• Summarize extracted data in accordance tot the request;</li> <li>• Evaluate extracted data by reviewing its completeness and accuracy based on the agreed requirements of the requesting party;</li> <li>• Creation of reports and conduct review/analysis on the data extracted for any database format/content inconsistencies/constraints; and</li> <li>• Monitor feedback from the requested party.</li> </ul> </li> <li>3. Assists in performing auditing functions: <ul style="list-style-type: none"> <li>• Conduct research necessary for the accomplishments of tasks of the CAATTs Laboratory.</li> </ul> </li> <li>4. Prepares memoranda, correspondence and other inputs necessary for the attainment of the tasks of the division/office.</li> <li>5. Performs other tasks that may be assigned or delegated by the Supervisor and Head/Department Manager.</li> </ol>
	<p><b>Applicants with the following skills shall have an advantage:</b></p> <ol style="list-style-type: none"> <li>1. Knowledgeable with auditing tools and technique (i.e., ACL, MS Access, Excel) and/or database management applications (i.e., SQL, VBA);</li> <li>2. Knowledgeable in the function of database scripts composition, data mining and data analytics;</li> <li>3. Knowledgeable in computer programming;</li> <li>4. Knowledgeable in PhilHealth process; and</li> <li>5. Good moral and written communication skills.</li> </ol>