



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 KALINGA PARA SA LAHAT

September 22, 2021

HRD MEMORANDUM

No. 2021-09-389

TO : ALL INTERESTED APPLICANTS

FROM : CHERYL W. PEÑA
Senior Manager
Human Resource Department

SUBJECT : Notice of Vacancy (Casual Position)

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 15th floor CityState Center Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City** or at email address recruitment@philhealth.gov.ph until

OCT 04 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.



CASUAL

Position, SG:	Social Insurance Assistant I/SG – 8
Item No.:	CAS-0100-0197
Organizational Unit:	Social Health Insurance Academy, Corporate Affairs Group
	<p>Education: Completion of two (2) years studies in college</p> <p>Work Experience: 1 year of relevant experience</p> <p>Training: 4 hours of relevant training</p> <p>Eligibility: Career Service (Subprofessional)/ First Level Eligibility</p>
Job Description:	<p>Duties and Responsibilities of the Position:</p> <ol style="list-style-type: none"> 1. Receives, records and scans all incoming and outgoing communications, reports and documents to/and from the office in the appropriate electronic format; keeps an electronic database of all incoming and outgoing documents; 2. Drafts/prepares reports, memoranda, correspondence and other documents of the office; 3. Ensures that all communications are received promptly and/or forwarded to concerned accountable officers/personnel on time; 4. Ensures that all supporting documents are scanned and are complete and other requirements complied with hard and electronic copies are forwarded to the Supervisor/Head of Office for action/decision; 5. Maintains a systematic and updated electronic filing system at all times; 6. Assists in responding to queries (phone or electronic means) and attends to visitors of the office; 7. Assists in organizing and documenting/taking notes/drafting minutes of meetings called by the Supervisor/Head of Office; and 8. Performs other tasks as may be assigned by the Supervisor/Head of Office.