



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



April 22, 2021

PRO NCR HRU MEMORANDUM

No. **2021-069**

TO : ALL INTERESTED APPLICANTS

FROM : **DR. FRANCISCO Z. SORIA, JR.**
Vice President
Area II- South Luzon and NCR
And Concurrent Vice President, PRO NCR

SUBJECT : Notice of Vacancies (Casual Position)

Attached is the List of Vacancies for casual positions in the Corporation authorized to be filled indicating the corresponding item number, salary grade and 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), curriculum vitae, recent ID picture, certificate of eligibility, copies of diploma, Transcript of Records, training certificates, employment certificates, 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 **5th Floor VCP Building, #68 Kalayaan Avenue, Teacher's Village West, Quezon City.**

Application Period: **APR 23 2021 to MAY 02 2021**

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
CASUAL

Position / Salary Grade: Organizational Unit: (Place of Assignment) and Item Number	CLERK III / Salary Grade - 6 <u>PRO NCR NORTH</u> Benefits Administration Section CAS-1902-0152 LHIO Valenzuela CAS-1902-0172 <u>PRO NCR CENTRAL</u> Benefits Administration Section CAS-1903-0078 LHIO Quezon City CAS-1903-0003 <u>PRO NCR SOUTH</u> Collection Section CAS-1901-0088 LHIO Las Piñas CAS-1901-0115
Minimum Qualification Standard (QS):	1. Education: Completion of two (2) years studies in College 2. Experience: None required 3. Training: None required 4. Eligibility: Career Service (Sub-professional)/First Level Eligibility
Additional Qualification Requirement / Preference:	1. Education: Bachelor's Degree Graduate (For PRO NCR Central and PRO NCR South Vacancies) 2. With IT background; Knowledgeable in basic troubleshooting and cabling (For LHIO Quezon City vacancy)

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423-5024
Diana Crystal P. Salazar
DATE



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UNIVERSAL HEALTH CARE
A COMMITMENT TO A BETTER FUTURE

Job Description:

Duties and Responsibilities of the Position:

1. Performs frontline services
2. Receives and records all incoming and outgoing communications/correspondences, reports and documents to and from the office
3. Ensures that all communications are received and/or forwarded to concerned accountable offices/personnel
4. Drafts reports, memoranda, correspondences and other documents of the office
5. Establishes and maintains a systematic and updated filing system
6. Maintains inventory of offices' supplies and materials
7. Assists in organizing and documenting meetings called for the supervisor/head of office
8. Assists in answering of telephone calls and attending to office clients
9. Performs other related task as may be assigned and delegated by the immediate supervisor

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Clara Crystal P. Salazar
423-7021





LIST OF VACANCIES
CASUAL

Position / Salary Grade:	SOCIAL INSURANCE ASSISTANT I / Salary Grade - 8
Organizational Unit: (Place of Assignment) and Item Number	<u>PRO NCR SOUTH</u> Membership Section CAS-1900-0022
Minimum Qualification Standard (QS):	<ol style="list-style-type: none">1. Education: Completion of two (2) years studies in College2. Experience: One (1) year of relevant experience3. Training: Four (4) hours of relevant training4. Eligibility: Career Service (Sub-professional)/First Level Eligibility
Additional Qualification Requirement / Preference:	Education: Bachelor's Degree Graduate
Job Description:	Duties and Responsibilities of the Position: <ol style="list-style-type: none">1. Assist in the distribution of various IEC materials and membership forms to target members during campaign periods2. Assist in the screening of accomplished membership forms and issuance of PhilHealth Number/Identification Cards3. Screen membership application form to ensure completeness of data4. Verify/validate information declared in the membership application form5. Review member information encoded in the database to ensure correctness6. Ensure that PhilHealth Number/Identification Cards are prepared properly and attached to the right membership information sheet7. Assist in the preparation of reply to inquiries and complaints regarding membership data8. Performs other related tasks as maybe assigned and delegated by the immediate supervisor





LIST OF VACANCIES

CASUAL

Position / Salary Grade:	SOCIAL INSURANCE ASSISTANT I (PhilHealth Accounts Information Management Specialist) / Salary Grade - 8
Organizational Unit:	<u>PRO NCR SOUTH</u>
Item Number:	Collection Section CAS-0005-0085
Minimum Qualification Standard (QS):	<ol style="list-style-type: none">1. Must be a Bachelor's degree holder, preferably a financial, business management or marketing related course; preferably with marketing sales, financial or accounts management work experience or training2. Must be willing to undergo field work3. Must have at least a Career Service (Sub-Professional)/First Level Eligibility4. Knowledgeable on Microsoft Word, Excel and Powerpoint and willing to learn new computer programs/applications5. With good interpersonal and communication skills6. Preferably a local resident within the area of coverage of the LHIO or willing to be assigned to the LHIO7. Must not be a relative of any PhilHealth employee up to 5th degree of consanguinity or affinity in accordance with CSC or internal issuance.
Job Description:	Duties and Responsibilities of the Position: <ol style="list-style-type: none">1. Ensure employee compliance to PhilHealth membership registration, Premium remittance and reportorial requirements;2. Conduct account management and monitoring on the assigned accounts, i.e. evaluation of remittance and reporting standing of employers within your area of jurisdiction.3. Ensure that expected output/deliverables are attained;4. Perform other additional tasks as may be deemed necessary to achieve the objectives of the PhilHealth Accounts Management and Monitoring Strategy (PAMMS)

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4-23-2021
Cristal P. Salazar DATE



LIST OF VACANCIES

CASUAL

Position / Salary Grade: Organizational Unit:	SOCIAL INSURANCE ASSISTANT I (PCARES) / Salary Grade – 8 PRO NCR NORTH <u>Office of the Manager</u> CAS-0006-0104 (Reposting) CAS-0006-0105 (Reposting) CAS-0006-0111 (Reposting) CAS-0006-0118 (Reposting) CAS-0006-0119 (Reposting) CAS-0006-0109 CAS-0006-0114 PRO NCR SOUTH <u>Office of the Manager</u> CAS-0006-0137 (Reposting) CAS-0006-0139 (Reposting)
Minimum Qualification Standard (QS):	<ol style="list-style-type: none">1. Education: Completion of two (2) years studies in College2. Experience: One (1) year relevant experience3. Training: Four (4) hours relevant training4. Eligibility: Career Service (Sub-professional) / First Level Eligibility
Additional Qualification Requirement / Preference:	<ol style="list-style-type: none">1. Education: Bachelor of Science in Nursing2. Eligibility: R.A. 1080 / Registered Nurse3. Preferably a resident of a locality within the jurisdiction of the PhilHealth Regional Office where he/she is applying;4. No affiliation with the Health Care Institution (HCI) officers or its employee/ staff up to the 4th degree of affinity or consanguinity;5. Willing to be assigned in any of the accredited HCIs within the jurisdiction of the PhilHealth Regional Office he/she is applying to.





Job Description:

Duties and Responsibilities of the Position:

1. Provide members, dependents and other clients with assistance during admission, confinement and discharge;
2. Conduct surveys at the HCI level in aid of policy formulation;
3. Perform tasks in support of the No Balance Billing (NBB) policy formulation, point-of-service enrolment, and other priority projects of the Corporation that may require provision of services to members at the point-of-benefit availment;
4. Liaise between the member, the HCI, the Corporation and other stakeholders to ensure benefits are availed and Customer experience at the HCI level is well documented;
5. Responsible for providing client assistance at the point-of-benefit availment (to be assigned to a specific hospital or act as roving PhilHealth CARES for several hospitals within the PhilHealth Regional Offices' jurisdiction);
6. Performs other related task as may be assigned but within the bounds of the rules of the Corporation.

