



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

April 22, 2021

**PRO NCR HRU MEMORANDUM**

No.

2021-070

**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 (Job Order Contractor)**

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: **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.

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DATE Crystal P. Salazar DATE 4-23-2021





**LIST OF VACANCIES**  
**JOB ORDER CONTRACTOR**

Position / SG:	<b>ADJUDICATOR / Salary Grade-8</b>
Organizational Unit: (Place of Assignment)	<b><u>PRO NCR CENTRAL</u></b> <b>Benefits Administration Section – 1 Position (Reposting)</b>
Minimum Qualification Standard (QS)	1. Education: Bachelor's Degree Graduate 2. Experience: 1 year of relevant experience 3. Training: 4 hours relevant training 4. Eligibility: None required
Additional Qualification Requirement / Preference:	Excellent typing skills
Job Description:	<b>Duties and Responsibilities of the Position:</b> 1. Task to electronically adjudicate claims. 2. Performs other related task as may be assigned.







## LIST OF VACANCIES

### JOB ORDER CONTRACTOR

Position / SG:	<b>SOCIAL INSURANCE ASSISTANT I (PhilHealth Accounts Information Management Specialist) / Salary Grade - 8</b>
Organizational Unit: (Place of Assignment)	<b><u>PRO NCR NORTH</u></b> – 1 Position <b><u>PRO NCR CENTRAL</u></b> – 1 Position <b><u>PRO NCR SOUTH</u></b> – 7 Positions (Reposting)
Minimum Requirements:	<ol style="list-style-type: none"><li>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 or experience or training;</li><li>2. Willing to undergo field work;</li><li>3. Must have at least Career Service (Sub-Professional)/First Level Eligibility;</li><li>4. Knowledgeable on Microsoft Word, Excel and Powerpoint and willing to learn new computer program / applications;</li><li>5. With good interpersonal and communication skills;</li><li>6. Preferably a local resident within the area of coverage of the LHIO or willing to be assigned in any LHIO;</li><li>7. Must not be a relative of any PhilHealth employee up to 5<sup>th</sup> degree of consanguinity or affinity.</li></ol>
Job Description:	<b>Duties and Responsibilities of the Position:</b> <ol style="list-style-type: none"><li>1. Ensure employer compliance to PhilHealth membership registration, premium remittance and reportorial requirements</li><li>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</li><li>3. Ensure that expected output/deliverables are attained</li><li>4. Perform other additional tasks as may be deemed necessary to achieve the objectives of the PhilHealth Accounts Management and Monitoring Strategy (PAMMS)</li></ol>

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DATE: 4-23-2021  
Diana Crystal P. Salazar





## LIST OF VACANCIES JOB ORDER CONTRACTOR

Position / SG:  Organizational Unit: (Place of Assignment)	<b>DRIVER / Salary Grade – 6</b>  <b><u>PRO NCR NORTH</u></b> – 3 Positions <b><u>PRO NCR CENTRAL</u></b> – 2 Positions <b><u>PRO NCR SOUTH</u></b> – 2 Positions
Minimum Qualification Standard (QS)	1. Education: Elementary School Graduate 2. Experience: None required 3. Training: None required 4. Eligibility: Professional Driver's License
Additional Qualification Requirement / Preference:	Preferably Non-smoker
Job Description:	<b>Duties and Responsibilities of the Position:</b>  1. Transports Officers and authorized employees to and from their official destinations. 2. Ensures that the Officers and authorized employees get to his/her destination promptly and safely. 3. Performs minor repairs and mechanical troubleshooting task when necessary. 4. Ensures that vehicle is in good running condition and clean at all times by doing daily cleaning and check-up and/or minor vehicle repairs/troubleshooting. 5. Reports immediate needs for vehicle maintenance/repairs to concerned Office. 6. Accomplishes and submits Daily Trip Tickets and maintains record of official travels including all other documents required before and after trips/travels. 7. Performs other related task that may be assigned

