



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  
 A COMMITMENT TO AFFORDABLE HEALTH CARE

August 18, 2021

**PRO NCR HRU MEMORANDUM**

No. **2021-137**

**TO :** ALL INTERESTED APPLICANTS

**FROM :** *Francisco Z. Soria, Jr.*  
**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 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, nation 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 to **Human Resource Unit (HRU) at 5<sup>th</sup> Floor VCP Building, #68 Kalayaan Avenue, Teacher's Village West, Quezon City** or at email address [hr.proncr@philhealth.gov.ph](mailto:hr.proncr@philhealth.gov.ph) until **SEP 01 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) 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
  - 3.2 Valid professional license and certificate of registration issued by PRC/SC for positions involving practice of profession; or

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 Dora Crystal P. Salazar/DATE 8-24-2021





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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 for transfer from another government agency/office (to be submitted only upon request of the 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 Record (TOR) 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 Relative 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 HR Unit at (8)441-5677 or (8)441-5680 for further queries.





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UNIVERSAL HEALTH CARE  
 PROTECTING THE WELLNESS OF ALL

**LIST OF VACANCIES**  
**CASUAL**

<p>Position / Salary Grade:          Organizational Unit:          Place of Assignment and          Item Number</p>	<p><b>SOCIAL INSURANCE ASSISTANT I (PCARES) / Salary Grade – 8</b></p> <p><b><u>PRO NCR NORTH</u></b>  <b>Office of the Manager</b>          CAS-0006-0106          CAS-0006-0109 (Reposting)          CAS-0006-0111 (Reposting)          CAS-0006-0114 (Reposting)          CAS-0006-0118 (Reposting)          CAS-0006-0119 (Reposting)</p> <p><b><u>PRO NCR SOUTH</u></b>  <b>Office of the Manager</b>          CAS-0006-0137 (Reposting)          CAS-0006-0139 (Reposting)</p>
<p>Minimum Qualification          Standard (QS):</p>	<ol style="list-style-type: none"> <li>1. Education: Completion of two (2) years studies in College</li> <li>2. Experience: One (1) year relevant experience</li> <li>3. Training: Four (4) hours relevant training</li> <li>4. Eligibility: Career Service (Sub-professional) / First Level Eligibility</li> </ol>
<p>Additional Qualification          Requirement / Preference:</p>	<ol style="list-style-type: none"> <li>1. Education: Bachelor of Science in Nursing</li> <li>2. Eligibility: R.A. 1080 / Registered Nurse</li> <li>3. Preferably a resident of a locality within the jurisdiction of the PhilHealth Regional Office where he/she is applying;</li> <li>4. No affiliation with the Health Care Institution (HCI) officers or its employee/ staff up to the 4<sup>th</sup> degree of affinity or consanguinity;</li> <li>5. Willing to be assigned in any of the accredited HCIs within the jurisdiction of the PhilHealth Regional Office he/she is applying to.</li> </ol>

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<p>Job Description:</p>	<p><b>Duties and Responsibilities of the Position:</b></p> <ol style="list-style-type: none"><li>1. Provide members, dependents and other clients with assistance during admission, confinement and discharge;</li><li>2. Conduct surveys at the HCI level in aid of policy formulation;</li><li>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;</li><li>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;</li><li>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);</li><li>6. Performs other related task as may be assigned but within the bounds of the rules of the Corporation.</li></ol>
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**LIST OF VACANCIES**  
**CASUAL**

Position / Salary Grade:	<b>SOCIAL INSURANCE ASSISTANT I / Salary Grade - 8</b>
Organizational Unit: Place of Assignment and Item Number	<b><u>PRO NCR SOUTH</u></b> <b>LHIO PARAÑAQUE</b> CAS-1901-0013
Minimum Qualification Standard (QS):	<ol style="list-style-type: none"> <li>1. Education: Completion of two (2) years studies in College</li> <li>2. Experience: One (1) year of relevant experience</li> <li>3. Training: Four (4) hours of relevant training</li> <li>4. Eligibility: Career Service (Sub-professional)/First Level Eligibility</li> </ol>
Additional Qualification Requirement / Preference:	Education: Bachelor's Degree Graduate
Job Description:	<p><b>Duties and Responsibilities of the Position:</b></p> <ol style="list-style-type: none"> <li>1. Assist in the distribution of various IEC materials and membership forms to target members during campaign periods.</li> <li>2. Assist in the screening of accomplished membership forms and issuance of PhilHealth Number/Identification Cards</li> <li>3. Screen membership application form to ensure completeness of data.</li> <li>4. Verify/validate information declared in the membership application form.</li> <li>5. Review member information encoded in the database to ensure correctness.</li> <li>6. Ensure that PhilHealth Number/Identification Cards are prepared properly and attached to the right membership information sheet.</li> <li>7. Assist in the preparation of reply to inquiries and complaints regarding membership data.</li> <li>8. Performs other related tasks as maybe assigned and delegated by the immediate supervisor.</li> </ol>

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UNIVERSAL HEALTH CARE  
 TATUNGGAN SA KAPANGALAGAN

**LIST OF VACANCIES**  
**CASUAL**

<p>Position / Salary Grade:</p> <p>Organizational Unit:</p> <p>Place of Assignment and Item Number</p>	<p><b>CLERK III / Salary Grade - 6</b></p> <p><b><u>PRO NCR OVP</u></b>  <b>Reach Out</b>  CAS-0008-0021</p> <p><b><u>PRO NCR NORTH</u></b>  <b>Office of the Manager</b>  CAS-1000-0023</p> <p><b>POEA</b>  CAS-1902-0144</p> <p><b><u>PRO NCR SOUTH</u></b>  <b>Benefits Administration Section</b>  CAS-1901-0128  CAS-1901-0142</p> <p><b>Collection Section</b>  CAS-1901-0133</p> <p><b>Membership Section</b>  CAS-0002-0020</p>
<p>Minimum Qualification Standard (QS):</p>	<ol style="list-style-type: none"> <li>1. Education: Completion of two (2) years studies in College</li> <li>2. Experience: None required</li> <li>3. Training: None required</li> <li>4. Eligibility: Career Service (Sub-professional)/First Level Eligibility</li> </ol>
<p>Additional Qualification Requirement / Preference:</p>	<ol style="list-style-type: none"> <li>1. Education: Bachelor's Degree Graduate  (For PRO NCR OVP and South Vacancies)</li> </ol>

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<p>Job Description:</p>	<p><b>Duties and Responsibilities of the Position:</b></p> <ol style="list-style-type: none"><li>1. Performs frontline services.</li><li>2. Receives and records all incoming and outgoing communications/ correspondences, reports and documents to and from the office.</li><li>3. Ensures that all communications are received and/or forwarded to concerned accountable offices/personnel.</li><li>4. Drafts reports, memoranda, correspondences and other documents of the office.</li><li>5. Establishes and maintains a systematic and updated filing system.</li><li>6. Maintains inventory of offices' supplies and materials.</li><li>7. Assists in organizing and documenting meetings called for the supervisor/head of office.</li><li>8. Assists in answering of telephone calls and attending to office clients.</li><li>9. Performs other related task as may be assigned and delegated by the immediate supervisor.</li></ol>
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UNIVERSAL HEALTH CARE  
TATUNGOD AT KATUNOG PALAKAS ANG PANGALANG

**LIST OF VACANCIES**  
**CASUAL**

Position / Salary Grade:	<b>COURIER / Salary Grade – 4</b>
Organizational Unit: Place of Assignment	<b><u>PRO NCR CENTRAL</u></b> <b>Benefits Administration Section</b>
Item Number:	CAS-1903-0105
Minimum Qualification Standard (QS):	1. Education: High School Graduate 2. Experience: None Required 3. Training: None Required 4. Eligibility: None Required
Job Description:	<b>Duties and Responsibilities of the Position:</b>  Under general supervision, the Courier is responsible for serving and receiving orders, processes, and such other documents to and from the PRO NCR offices.

