



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
KATATAGIHAN NG KATAGIHAN PARA SA LAHAT

August 18, 2021

PRO NCR HRU MEMORANDUM

No.

2021-138

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 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 5th Floor VCP Building, #68 Kalayaan Avenue, Teacher's Village West, Quezon City** or at email address 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:

- Application Form;
- Personal Data Sheet (PDS) CS Form No. 212, Revised 2017 with Work Experience Sheet (WES) (as applicable);
- 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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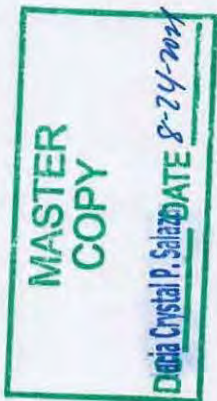
UNIVERSAL HEALTH CARE
Established on November 19, 1991

- 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.





LIST OF VACANCIES
JOB ORDER CONTRACTOR

Position / SG:	ANTI-FRAUD LEGAL OFFICER / Salary Grade-23
Organizational Unit: (Place of Assignment)	PRO NCR OVP Legal Services Office – 1 Position
Minimum Qualification Standard (QS)	<ol style="list-style-type: none">1. Education: Bachelor of Laws2. Experience: One (1) year of relevant experience3. Training: Eight (8) hours of relevant training4. Eligibility: R.A. 1080 / BAR
Job Description:	<p>Duties and Responsibilities of the Position:</p> <ol style="list-style-type: none">1. Assists in handling case management, claims review, and related functions of the office.2. Performs a variety of technical and administrative duties to manage cases of the office.3. Drafts / prepares legal documents, reports, and pleadings;4. Prepares all the necessary background papers and legal documents necessary in handling case management;5. Monitors development and provides briefing regarding case management; and6. Performs other related tasks as may be properly assigned by supervisor.





LIST OF VACANCIES
JOB ORDER CONTRACTOR

Position / SG:	SPECIAL INVESTIGATOR III / Salary Grade - 18
Organizational Unit: (Place of Assignment)	PRO NCR OVP Legal Services Office – 1 Position
Minimum Qualification Standard (QS)	1. Education: Bachelor's degree relevant to the job 2. Experience: One (1) year of relevant experience 3. Training: Eight (8) hours of relevant training 4. Eligibility: None required
Additional Qualification Requirement / Preference:	Preferably LLB graduate or has a Certificate in "Paralegal Training" and with some medical background / administrative experience in a hospital.
Job Description:	Duties and Responsibilities of the Position: 1. Assists in investigating violations on rules and regulations, policies, guidelines, and Procedures implemented by PhilHealth; 2. Assists in the conduct of fact-finding necessary for investigation purposes; 3. Prepares / drafts corporate memos/ internal communications and other legal documents or reports as may be required; 4. Assists in the conduct of Complete Staff Work; and 5. Performs other related tasks as may be properly assigned by supervisor.





LIST OF VACANCIES
JOB ORDER CONTRACTOR

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





LIST OF VACANCIES JOB ORDER CONTRACTOR

Position / SG: Organizational Unit: (Place of Assignment)	DRIVER / Salary Grade - 6 <u>PRO NCR NORTH</u> Administrative Section – 2 Positions <u>PRO NCR CENTRAL</u> Administrative Section – 1 Position
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:	Duties and Responsibilities of the Position: 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 travel including all other documents required before and after trips/travels. 7. Performs other related tasks that may be assigned by supervisor.

