



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

Citystate Centre, 709 Shaw Boulevard, Pasig City
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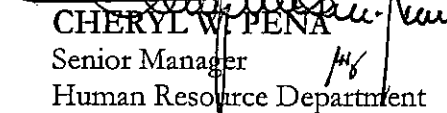
UNIVERSAL HEALTH CARE
KAUNGURAN AT KALINGA PARA SA LAHAT

April 23, 2021

HRD MEMORANDUM

No. 2021-04-201

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PENA
Senior Manager
Human Resource Department

SUBJECT : Notice of Vacancies (Casual Positions)

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 **MAY 07 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





- 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: Item No.: Organizational Unit:	Clerk III (SG – 6) CAS-0100-0158 Physical Resources and Infrastructure Department
	Education: Completion of two (2) years studies in college Work Experience: None required Training: None required Eligibility: Career Service (Subprofessional)/ First Level Eligibility
Job Description:	Duties and Responsibilities of the Position: <ol style="list-style-type: none">1. Receives and records all incoming and outgoing communications/correspondences, reports and documents to and from the office;2. Ensures that all communications are received and/or forwarded to concerned accountable offices/personnel;3. Drafts reports, memoranda, correspondences and other documents of the office;4. Establishes and maintains a systematic and updated filing system;5. Maintains inventory of offices' supplies and materials;6. Assists in organizing and documenting meetings called for the supervisor/head of office;7. Assists in answering of telephone calls and attending to office clients;8. Performs other functions as may be assigned and delegated by the immediate Supervisor or the Office Head.

CASUAL

<p>Position, SG: Item No.: Organizational Unit:</p>	<p>Clerk III (SG – 6) CAS-0100-0140 Creative Arts and Design Team (CADT) - CAG</p>
	<p>Education: Completion of two (2) years studies in college Work Experience: None required Training: None required Eligibility: Career Service (Subprofessional)/ First Level Eligibility</p>
<p>Job Description:</p>	<p>Duties and Responsibilities of the Position:</p> <ol style="list-style-type: none">1. Receives and records all incoming and outgoing communications/correspondences, reports and documents to and from the office;2. Ensures that all communications are received and/or forwarded to concerned accountable offices/personnel;3. Drafts reports, memoranda, correspondences and other documents of the office;4. Establishes and maintains a systematic and updated filing system;5. Maintains inventory of offices' supplies and materials;6. Assists in organizing and documenting meetings called for the supervisor/head of office;7. Assists in answering of telephone calls and attending to office clients;8. Performs other functions as may be assigned and delegated by the immediate Supervisor or the Office Head.

CASUAL

Position, SG: Item No.: Organizational Unit:	Social Insurance Assistant I (SG – 8) CAS-0100-0206 Task Force IT Audit
	Education: Completion of two (2) years studies in college Work Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (Subprofessional)/ First Level Eligibility
Job Description:	Duties and Responsibilities of the Position: <ol style="list-style-type: none"> 1. Reports to the head of Computer Assisted Audit Tools and Techniques (CAATT) Laboratory– IT Audit. 2. Assists in performing CAATTs Laboratory staff function as follows: <ul style="list-style-type: none"> • Perform data extraction, data analytics and data mining; • Summarize extracted data in accordance tot the request; • Evaluate extracted data by reviewing its completeness and accuracy based on the agreed requirements of the requesting party; • Creation of reports and conduct review/analysis on the data extracted for any database format/content inconsistencies/constraints; and • Monitor feedback from the requested party. 3. Assists in performing auditing functions: <ul style="list-style-type: none"> • Conduct research necessary for the accomplishments of tasks of the CAATTs Laboratory. 4. Prepares memoranda, correspondence and other inputs necessary for the attainment of the tasks of the division/office. 5. Performs other tasks that may be assigned or delegated by the Supervisor and Head/Department Manager.

CASUAL

<p>Position, SG: Item No.: Organizational Unit:</p>	<p>Social Insurance Officer II (SG – 13) CAS -0003-0002 Operations Audit Department to be assigned at Financial Audit Department</p>
	<p>Education: Bachelor's degree relevant to the job Work Experience: None required Training: None required Eligibility: Career Service (Professional)/ Second Level Eligibility</p>
<p>Job Description:</p>	<p>Duties and Responsibilities of the Position:</p> <ol style="list-style-type: none">1. Conduct researches to obtain background information on the activities to be audited to determine the impact on the audit, the resources2. Assists in general planning regarding technology IT policies and standards, technology and system required to maintain the Corporation's operations and competitiveness.3. Assists in the development of standards and specifications for IT services, systems, hardware and software procurement and maintenance contracts in coordination with concerned units.4. Analyzes current IT operational plans and standards to study in relation to the modification and implementation of new guidelines, procedures and monitoring tools5. Performs other related tasks as may be assigned or delegated by the Division Chief of the ISMD.