



07 October 2022

Erratum in the Notice of Vacancies
Per HRD Memorandum No. 2022-10-010

Please be informed of the following correction on the Notice of Vacancies posted on October 6, 2022:

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Social Insurance Assistant I (PAIMS) Member Management Group 6 Php 1,215.71 6
Qualification Standards:	Education: Bachelor's degree relevant to the job (degrees in the field of financial, business management or marketing) Experience: 1 year of relevant experience (marketing, sales, financial or accounts management experience) Training: 8 hours of relevant training
Duties and Responsibilities	1) Augments the existing Collection Section/LHIO; and 2) Handles the account management and monitoring relative to collection functions of Direct and Indirect Contributors and Overseas Filipinos.

For the guidance and information of all concerned.

CHERYL W. PENA
Senior Manager
Human Resource Department