



Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**

Citystate Centre, 709 Shaw Boulevard, Pasig City  
Call Center: (02) 8441-7442 | Trunkline: (02) 8441-7444  
www.philhealth.gov.ph



UNIVERSAL HEALTH CARE  
KALUSUGAN AT KAGINOHAYAN SA LAHAT

January 27, 2022

**HRD MEMORANDUM**

No. 2022-01-044

**TO : ALL INTERESTED APPLICANTS**

**FROM : CHERYL W. PENA**  
Senior Manager  
Human Resource Department

**SUBJECT : Notice of Vacancy (Casual Position)**

Attached is the Vacancy for casual position in the Corporation with the corresponding item number, salary grade and qualifications standard, authorized for filling-in.

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.

The HRD shall prepare record of applicants with special needs and determine proper assistance to be provided according to their needs (i.e. auxiliary aids in coordination with appropriate agency or institution, ramp, wheelchair, elevators, and lactation room).

Qualified applicants are advised to send their complete application documents at the **Human Resource Department (HRD)** at **Room 1507 15<sup>th</sup> floor CityState Center Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City** or at email address [recruitment@philhealth.gov.ph](mailto:recruitment@philhealth.gov.ph) until **February 7, 2022**.

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





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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 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 for queries on matters not covered by this advisory.



## CASUAL

Position, SG:	<b>Clerk III (SG – 6)</b>
Item No.:	<b>CAS-0100-0173</b>
Organizational Unit:	<b>Physical Resources and Infrastructure Department</b>
	<b>Education:</b> Completion of two (2) years studies in college <b>Work Experience:</b> None required <b>Training:</b> None required <b>Eligibility:</b> Career Service (Subprofessional)/ First Level Eligibility
Job Description:	<b>Duties and Responsibilities of the Position:</b>  <ol style="list-style-type: none"><li>1. Conduct repair and maintenance of building facilities such as TV connections, sanitary fixtures, and others;</li><li>2. Installations of phones (AVAYA) including cabling;</li><li>3. Installation of modular partitions and wall fixtures/equipment;</li><li>4. Assistance in cleaning of aircon units; and</li><li>5. Performance of other duties as may be assigned by the immediate Supervisor.</li></ol>