



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

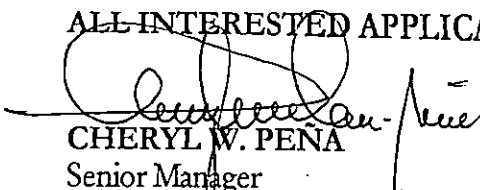


16 May 2022

HRD MEMORANDUM

No. 2022-05-097

TO : ALL-INTERESTED APPLICANTS

FROM :  CHERYL W. PEÑA
Senior Manager
Human Resource Department

SUBJECT : Notice of Vacancy (Casual Position)

Attached are 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 15th floor CityState Center Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City or through email with the subject line format: Application to vacant <Position Title> <Item Number> at email address recruitment@philhealth.gov.ph until **May 27, 2022**.

List of requirements to be submitted:

Internal Applicant:

1. Application Form;
2. Properly accomplished and updated Personal Data Sheet (PDS) CS Form No. 212, Revised 2017 with recent passport sized photo and Work Experience Sheet (WES)
3. Certificate of Performance Rating (latest rating period)

External Applicant:

1. Application Form;
2. Properly accomplished, updated and **notarized** Personal Data Sheet (PDS) or CS Form No. 212, Revised 2017 with recent passport sized photo and 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; or
- 3.3 Valid licenses issued by authorized regulatory agencies
4. Certificate of Performance Rating for the Present Position (for a period of 1 year), if employed;
5. Copies of Scholastic Records/Academic Records – Transcript of Records and diploma 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.
6. Copies of certificates of Training attended
7. Sworn Declaration/Identification of Relatives Form;
8. Certification of No Conflict of Interest Form; and
9. Non-disclosure Agreement Form.

If submitted online, applicants are required to submit a PDF copy of the required documents. The original/authenticated/certified true copies of the application papers and other documents deemed necessary. These shall be submitted during the schedule of examination/interview of applicants.

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.



LIST OF VACANCY

Casual

Position, SG:	Administrative Aide VI (Clerk III), SG – 6
Item No.:	CAS-0100-0228
Organizational Unit:	Office of the Area Vice President (OAVP) for The Northern & Central Luzon (to be assigned in OAVP-Visayas Area)
No. of Position/s:	1
	<p>Education: Completion of two (2) years studies in college</p> <p>Work Experience: None required</p> <p>Training: None required</p> <p>Eligibility: Career Service (Subprofessional)/ First Level Eligibility</p>
Job Description:	<p>Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. Receives, records and tracks all incoming and outgoing documents/correspondences/reports to and from the office 2. Ensures timely release documents to concerned Staff/ Offices/Departments 3. Establishes and maintains systematic filing of all office documents for easy retrieval, updating and disposal 4. Responds to telephone calls and immediately forwards the same to concerned staff/employees/office as appropriate 5. Receives the visitors of the office and facilitates his/her concern at the soonest possible time 6. Types reports, memoranda, correspondence and documents of the office. 7. Keeps orderliness and cleanliness of the Office at all times. 8. Sets meetings, documents meetings/discussions/ dialogues as may be assigned by the supervisor 9. Acts as Special Disbursing Officer and prepares payment / disbursement documents, planning and budget documents, records, property and supplies documents and other admin-related tasks 10. Ensures continuous self-learning to improve/enhance competencies 11. Perform other duties as may be assigned.