



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



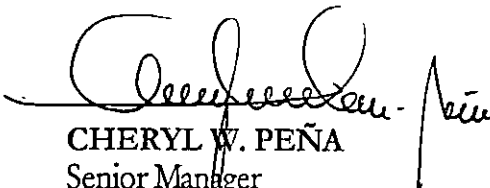
UNIVERSAL HEALTH CARE
PAGSUKAP SA BALINGKA TAPAK SA TAYUT

22 August 2022

HRD MEMORANDUM

No. 2022-02-106

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PEÑA
Senior Manager
Human Resource Department

SUBJECT : Notice of Vacancies (Job Order Positions)

Attached is the list of Vacancies for Job Order positions in the Corporation with the corresponding salary grade and qualifications standard, authorized to be filled.

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

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, listed in the next page to the Human Resource Department (HRD) at Room 1506, 15th floor CityState Center Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City or email recruitment@philhealth.gov.ph with the subject line format: Application to vacant <Position Title> until September 1, 2022.





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PAGSUSULAP AT RAHONAN PARA SA LAHAT

List of requirements to be submitted:

Internal Applicant:

1. Application Form
2. Properly accomplished and updated Personal Data Sheet (CS Form No. 212 Revised 2017) with recent passport sized photo and Work Experience Sheet (WES)

External Applicant:

1. Application Form
2. Properly accomplished, updated, and **notarized** Personal Data Sheet (CS Form No. 212 Revised 2017) with recent passport sized photo and Work Experience Sheet (WES)
3. Authenticated Certificate of eligibility/rating/license
 - a. Eligibility issued by the CSC
 - b. Valid Professional license or Certificate of Registration issued by the PRC/SC
 - c. Valid licenses issued by authorized regulatory agencies
4. Certificate of Performance Ratings for the present position (for a period of one (1) year), if employed
5. Copies of Scholastic/Academic Records - Transcript of Records and Diploma or Certification from the DepEd and/or the CHED on the authenticity and equivalency on the subjects/courses taken
6. Copies of Certificates of Trainings attended
7. Sworn Declaration/Identification of Relatives
8. Certification of No Conflict of Interest
9. Non-Disclosure Agreement

You may contact HRD at (02) 8441-7442 local 7522 for queries on matters not covered by this advisory.



List of Vacancies
Job Order

<p>Position Title: Office Assignment: Salary Grade: Daily Rate: No. of Vacant Position:</p>	<p>Social Insurance Officer III Office of the Corporate Secretary SG-15 Php. 1, 665.33 3</p>
<p>Qualifications:</p>	<p>Education: Bachelor's degree relevant to the job (degrees in the financial, economics, health or legal management) Experience: 1 year of relevant experience Training: 4 hours of relevant training</p>
<p>Job Description:</p>	<ol style="list-style-type: none"> 1. Provides secretariat support to the Board of Directors and other Board Committees; 2. Drafts the Minutes of Meetings of the Board and its Committees; 3. Conducts background research, investigation and coordination on specific concerns; 4. Prepares and collates Board and Committee meetings agenda, briefer and distributes materials; 5. Records and prepares the Transcript of Stenographic Notes (TSN) of the proceedings of PhilHealth Board and its Committees; and 6. Perform other tasks related to secretariat functions which the Corporate Secretary may assign.