



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



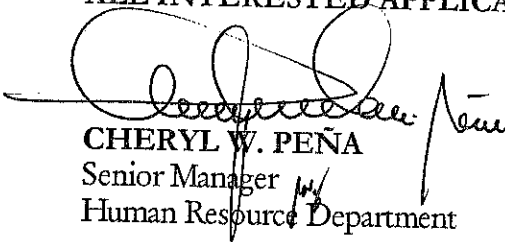
UNIVERSAL HEALTH CARE
KALUSUGAN AT KALINSA PARA SA LAHAT

05 October 2022

HRD MEMORANDUM

No. 2022-10-010

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PEÑA
Senior Manager
Human Resource Department

SUBJECT : Notice of Vacancies of Job Order Positions

Attached is the list of vacancies for Job Order positions (Reposting) in the Corporation with the corresponding job grade and qualifications standard, authorized to be filled.

Application documents submitted in the following instances shall no longer be considered/accepted:

- Submitted beyond the publication/posting period;
- Documents not properly filled-out; and/or,
- 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 October 17, 2022.



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 (if any)
 - 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

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Social Insurance Assistant I (PAIMS) Member Management Group 6 Php 1,752.06 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	<ol style="list-style-type: none"> 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.