



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
PhilHealth Regional Office – National Capital Region
VCP Building, 68 Kalayaan Avenue, Teachers Village West, Quezon City
Call Center: (02) 8441-5680 | Trunkline: (02) 8441-5677
www.philhealth.gov.ph



January 27, 2022

PRO NCR HRU MEMORANDUM

No. - **2022-012** *my*

TO : ALL INTERESTED APPLICANTS

FROM : *Francisco Z. Soria, Jr.*
DR. FRANCISCO Z. SORIA, JR.
Vice President, PRO NCR *BCF*

SUBJECT : Notice of Vacancies (Job Order Contractor)

Attached is the Vacancies for Job Order position in the Corporation with the corresponding 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.

Qualified applicants are advised to send their complete application documents at the **Human Resource Unit (HRU) at 5th Floor VCP Building, #68 Kalayaan Avenue, Teacher's Village West, Quezon City** or at email address hr.proncr@philhealth.gov.ph until **FEB 14 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) CS Form No. 212, Revised 2017 with Work Experience Sheet (WES);
3. Original copy of the 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
 - 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

MASTER COPY
DATE 2-2-2022
DO NOT WRITE IN THESE SPACES





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UNIVERSAL HEALTH CARE
Kalusugan at Kalusugan Para sa Lahat

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 for transfer from another government agency/office (to be submitted only upon request of the HRD/HRU)
6. Performance Rating – for 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 the HR Unit at (8)441-5677 or (8)441-5680 for further queries.





LIST OF VACANCIES

Job Order Contractor

Position / Salary Grade: Organizational Unit: Place of Assignment and Item Number	ANTI-FRAUD LEGAL OFFICER / Salary Grade – 23 <u>PRO NCR OVP</u> Legal Services Office – 1 Position (Reposting)
Qualifications:	Education: Bachelor of Laws Experience: One (1) year relevant experience Training: Eight (8) hours of relevant training Eligibility: R.A. 1080 / BAR
Job Summary:	Under general supervision, the Anti-Fraud Legal Officer assists the supervisor in legal research, case-build up, and in the case management-related functions of the office.
Job Description:	Duties and Responsibilities of the Position: 1. Assists in handling case management, claims review, and related functions of the office. 2. Performs a variety of technical and administrative duties to manage cases of the office. 3. Drafts/prepares legal documents, reports, and pleadings; 4. Prepares all the necessary background papers and legal documents necessary in handling case management; 5. Monitors development and provides briefing regarding case management; and 6. Performs other related tasks as may be properly assigned by supervisor.

MASTER
COPY

22-2022

DATE
Daria Crista P. Salazar



LIST OF VACANCIES

Job Order Contractor

Position / SG:	SPECIAL INVESTIGATOR III / Salary Grade - 18
Organizational Unit: (Place of Assignment)	<u>PRO NCR OVP</u> Legal Services Office – 3 Positions
Qualifications:	Education: Bachelor's degree relevant to the job Experience: One (1) year of relevant experience Training: Eight (8) hours of relevant training Eligibility: None required
Additional Qualification Requirement / Preference:	Preferably LLB graduate or has a Certificate in "Paralegal Training" and with some medical background / administrative experience in a hospital.
Job Summary:	Under general supervision, Special Investigator III is responsible in the performance of investigative functions in the office.





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UNIVERSAL HEALTH CARE
PAIDUPAN AT BALING PAKI - A LATA

Job Description:

Duties and Responsibilities of the Position:

1. Conduct fact-finding investigation on all cases including but not limited to:
 - Administrative cases filed against personnel
 - Fraudulent claims;
 - Offenses involving fixers, spurious checks, lost/stolen checks, illegal encashment of checks, etc.
 - Offenses committed by the employer of NHIP members;
2. Prepared fact-finding investigation report for review.
3. Prepare simple to highly complex reports and presentations.
4. Prepares/drafts corporate memos/internal communications and other legal documents or reports as may be required;
5. Prepare and maintain records/documentation of all cases filed and acted upon by the unit;
6. Assist in the preparation of an indicative plan of the unit; and
7. Perform other related tasks as may be assigned.





LIST OF VACANCIES

Job Order Contractor

Position / Salary Grade: Organizational Unit: Place of Assignment and Item Number	SOCIAL INSURANCE ASSISTANT I (PhilHealth Accounts Information Management Specialists - PAIMS) / Salary Grade – 8 <u>PRO NCR NORTH</u> – 1 Position <u>PRO NCR CENTRAL</u> – 3 Positions <u>PRO NCR SOUTH</u> – 9 Positions
Qualifications:	<ol style="list-style-type: none">1. Must be a Bachelor's degree holder, preferably a financial, business marketing-related course; preferably with marketing sales, financial or accounts management work experience or training;2. Willing to undergo fieldwork;3. Must have at least a Career Service (Sub-Professional)/First Level Eligibility;4. Knowledgeable of Microsoft Word, Excel, and PowerPoint and willing to learn new computer programs/applications;5. With good interpersonal and communication skills;6. Preferably a local resident within the area of coverage of the LHIO or willing to be assigned in any LHIO;7. Must not be a relative of any PhilHealth employee up to 5th degree of consanguinity or affinity in accordance with CSC or internal issuance.
Job Summary:	Under general supervision, the Social Insurance Assistant I shall provide services in the receiving/screening of membership forms, receiving and screening of claims and distribution of IEC materials.





Job Description:	<p>Duties and Responsibilities of the Position:</p> <ol style="list-style-type: none">1. Profile assigned accounts which should encompass verification of employer data records and updating among others.2. Conduct employer engagement activities or consultations for all assigned accounts to reconcile and validate records vis-à-vis employer payroll records.3. Conduct PIN verification for 50 employees or less per employer.4. Ensure accurate monthly premium payments and reports submission.5. Ensure enrollment of assigned accounts to the EPRS online payment scheme.6. Generate the first billing statement for delinquent employers and monitor unwarranted claims.7. Monitor employer compliance on issued billings.8. Prepare case folders of delinquent employers for endorsement to the Collection or Legal Section accordingly.9. Submit monthly monitoring status reports through the Collection Section for Submission to Office of the Area Vice President.10. Perform other additional tasks as may be deemed necessary to achieve the objectives of the PhilHealth Accounts Management and Monitoring Strategy (PAMMS)
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LIST OF VACANCIES

Job Order Contractor

Position / SG:	ADJUDICATOR / Salary Grade - 8
Organizational Unit: (Place of Assignment)	<u>PRO NCR CENTRAL</u> Benefits Administration Section – 1 Position
Qualifications:	Education: Bachelor's Degree Graduate Experience: One (1) year of relevant experience Training: Four (4) hours of relevant training
Additional Qualification Requirement / Preference:	Must have at least a Career Service (Sub-Professional) / First Level Eligibility
Job Summary:	Under the general supervision, the Adjudicator shall provide services in the receiving/ screening and processing of claims.





Job Description:

Duties and Responsibilities of the Position:

1. Receive claim form from members and providers and counter-check with transmittal list provided/submitted.
2. Check completeness of the data declared in PhilHealth Claim Forms and the required supporting documents attached to it.
3. Indicate deficiencies or lacking documents in claims, if there are any.
4. Verify accuracy/authenticity of the information in PhilHealth Claim Form based on the existing database or other valid sources.
5. Validate the beneficiary and providers' eligibility to avail claims.
6. Ensure completeness of documentary requirements in the claims applications before forwarding to the next processing stage.
7. Task to electronically adjudicate claims.
8. Check the number of encoded claims and verify the accuracy of encoded information in the list of claims received.
9. Performs other related tasks as may be assigned.

