



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



UNIVERSAL HEALTH CARE
PhilHealth is an Affordable Future for All

January 27, 2022

PRO NCR HRU MEMORANDUM

No. _____

2022-013

TO : ALL INTERESTED APPLICANTS

FROM : DR. FRANCISCO Z. SORIA, JR.
Vice President, PRO NCR

SUBJECT : Notice of Vacancies (Casual Position)

Attached is the List of Vacancies for casual positions in the Corporation the corresponding item number, salary grade, and qualification standard that are authorized to be filled.

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, nation 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 to **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
 - 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



PhilHealthofficial



teamphilhealth



actioncenter@philhealth.gov.ph



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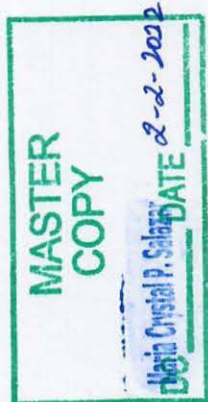
UNIVERSAL HEALTH CARE
Kalusugan at Kalusugan Para sa Lahat

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 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 Record (TOR) 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 Relative 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

CASUAL

Position / Salary Grade: Organizational Unit: Place of Assignment and Item Number	SOCIAL INSURANCE ASSISTANT I / Salary Grade – 8 <u>PRO NCR OVP – General Services Unit</u> Property and Supplies Management Unit CAS-1900-0003
Minimum Qualification Standard (QS):	1. Education: Completion of two (2) years studies in College 2. Experience: One (1) year relevant experience 3. Training: Four (4) hours relevant training 4. Eligibility: Career Service (Sub-professional) / First Level Eligibility
Additional Qualification Requirement / Preference:	Competencies: - With one (1) year experience in Database Management
Job Description:	Duties and Responsibilities of the Position: 1. Assist in receiving various documents from other units/agencies and distribution of the same to concerned units/agencies. 2. Assist in systematic filing of Corporate Systems, Policies, Guidelines, and Procedures for easy reference of PRO Officers and Staffs. 3. Process all records and documents for reproduction and mailing. 4. Attend to request for a copy of documents maintained by the Office. (document retrieval and authentication). 5. Assist in the processing of payments for consumption of water, electricity, telephone/telecommunication, internet providers, gasoline, etc. 6. Performs other related tasks as may be assigned.





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UNIVERSAL HEALTH CARE
KALAYAN AVENUE, TEACHERS VILLAGE WEST, QUEZON CITY

Position / Salary Grade: Organizational Unit: Place of Assignment and Item Number	SOCIAL INSURANCE ASSISTANT I / Salary Grade – 8 <u>PRO NCR OVP</u> Legal Services Office CAS-1900-0020
Minimum Qualification Standard (QS):	1. Education: Completion of two (2) years studies in College 2. Experience: One (1) year relevant experience 3. Training: Four (4) hours relevant training 4. Eligibility: Career Service (Sub-professional) / First Level Eligibility
Additional Qualification Requirement / Preference:	Education: - Bachelor's Degree Graduate Competencies: - Preferably with a Medical / Legal educational background
Job Description:	Duties and Responsibilities of the Position: 1. Receives records and tracks all incoming and outgoing documents and maintain an accurate and updated log. 2. Ensures timely release of documents to concerned staff/office/department. 3. Ensures that all supporting documents are complete and other requirements complied with before they are forwarded for action/decision. 4. Performs a variety of technical and administrative duties of the office. 5. Assists in handling case management, claims review, and related functions of the office. 6. Drafts / prepares legal documents and reports. 7. Prepares all the necessary background papers and legal documents necessary in handling case management; 8. Document meeting/discussion/dialogue proceeding as may be assigned by the supervisor. 9. Performs other related tasks as may be properly assigned by the supervisor.





LIST OF VACANCIES

CASUAL

Position / Salary Grade: Organizational Unit: Place of Assignment and Item Number	SOCIAL INSURANCE ASSISTANT I (PCARES) / Salary Grade – 8 <u>PRO NCR NORTH</u> Office of the Manager CAS-0006-0106 (Reposting) CAS-0006-0109 (Reposting) CAS-0006-0111 (Reposting) CAS-0006-0114 (Reposting) CAS-0006-0148 CAS-0006-0150 <u>PRO NCR CENTRAL</u> Office of the Manager CAS-0006-0078 (Reposting) CAS-0006-0071 CAS-0006-0077 CAS-0006-0085 <u>PRO NCR SOUTH</u> Office of the Manager CAS-0006-0137 (Reposting) CAS-0006-0139 (Reposting) CAS-0006-0124 CAS-0006-0130
Minimum Qualification Standard (QS):	1. Education: Completion of two (2) years studies in College 2. Experience: One (1) year relevant experience 3. Training: Four (4) hours relevant training 4. Eligibility: Career Service (Sub-professional) / First Level Eligibility
Additional Qualification Requirement / Preference:	1. Education: Bachelor of Science in Nursing 2. Eligibility: R.A. 1080 / Registered Nurse 3. Preferably a resident of a locality within the jurisdiction of the PhilHealth Regional Office where he/she is applying; 4. No affiliation with the Health Care Institution (HCI) officers or its employee/ staff up to the 4 th degree of affinity or consanguinity; 5. Willing to be assigned in any of the accredited HCIs within the jurisdiction of the PhilHealth Regional Office he/she is applying to.

MASTER COPY

2-2-2022
 Maria Crystal P. Salazar DATE





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UNIVERSAL HEALTH CARE
PAGKIKILALAMAN AT PAGSUSULAT SA KALAKAT

Job Description:	Duties and Responsibilities of the Position: <ol style="list-style-type: none">1. Provide members, dependents, and other clients with assistance during admission, confinement, and discharge;2. Conduct surveys at the HCI level in aid of policy formulation;3. Perform tasks in support of the No Balance Billing (NBB) policy formulation, point-of-service enrolment, and other priority projects of the Corporation that may require the provision of services to members at the point-of-benefit availment;4. Liaise between the member, the HCI, the Corporation and other stakeholders to ensure benefits are availed and Customer experience at the HCI level is well documented;5. Responsible for providing client assistance at the point-of-benefit availment (to be assigned to a specific hospital or act as roving PhilHealth CARES for several hospitals within the PhilHealth Regional Offices' jurisdiction);6. Performs other related tasks as may be assigned but within the bounds of the rules of the Corporation.
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LIST OF VACANCIES

CASUAL

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> Collection Section CAS-0005-0058 <u>PRO NCR CENTRAL</u> Collection Section CAS-0005-0025
Minimum Qualification Standard (QS):	<ol style="list-style-type: none">1. Must be a Bachelor's degree holder, preferably a financial, business management or marketing related course; preferably with a marketing sales, financial or accounts management work experience or training2. Must be willing to undergo fieldwork3. Must have at least a Career Service (Sub-Professional)/First Level Eligibility4. Knowledgeable of Microsoft Word, Excel, and Powerpoint and willing to learn new computer programs/applications5. With good interpersonal and communication skills6. Preferably a local resident within the area of coverage of the LHIO or willing to be assigned to the LHIO7. 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 Description:	Duties and Responsibilities of the Position: <ol style="list-style-type: none">1. Ensure employee compliance to PhilHealth membership registration, Premium remittance and reportorial requirements;2. Conduct account management and monitoring on the assigned accounts, i.e. evaluation of remittance and reporting standing of employers within your area of jurisdiction.3. Ensure that expected output/deliverables are attained;4. Perform other additional tasks as may be deemed necessary to achieve the objectives of the PhilHealth Accounts Management and Monitoring Strategy (PAMMS)

MASTER
COPY

2-2-2019
DATE
Hilda Crystal P. Salazar



LIST OF VACANCIES

CASUAL

Position / Salary Grade: Organizational Unit: Place of Assignment and Item Number	CLERK III / Salary Grade - 6 <u>PRO NCR NORTH</u> LHIO Manila CAS-1902-0066 Collection Section CAS-1902-0140 <u>PRO NCR CENTRAL</u> LHIO Quezon City CAS-1903-0028 CAS-1903-0071 <u>PRO NCR SOUTH</u> Benefits Administration Section CAS-1901-0105 Reach Out CAS-0008-0019 Membership Section CAS-1902-0174 LHIO Las Piñas CAS-1901-0051 LHIO Parañaque CAS-1901-0123
Minimum Qualification Standard (QS):	1. Education: Completion of two (2) years studies in College 2. Experience: None required 3. Training: None required 4. Eligibility: Career Service (Sub-professional)/First Level Eligibility
Additional Qualification Requirement / Preference:	For PRO NCR Central and PRO NCR South Vacancies Education: - Bachelor's Degree Graduate





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UNIVERSAL HEALTH CARE
KALIGATAN NG KALINGA PARA SA LAHAT

Job Description:	Duties and Responsibilities of the Position: <ol style="list-style-type: none">1. Performs frontline services.2. Receives and records all incoming and outgoing communications/ correspondences, reports and documents to and from the office.3. Ensures that all communications are received and/or forwarded to concerned accountable offices/personnel.4. Drafts reports, memoranda, correspondences and other documents of the office.5. Establishes and maintains a systematic and updated filing system.6. Maintains inventory of offices' supplies and materials.7. Assists in organizing and documenting meetings called for the supervisor/head of office.8. Assists in answering of telephone calls and attending to office clients.9. Performs other related task as may be assigned and delegated by the immediate supervisor.
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