



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



May 18, 2022

PRO NCR HRU MEMORANDUM

No. 2022-181

TO : ALL INTERESTED APPLICANTS

FROM : 
BERNADETTE C. LICO, M. D.
 Vice President
 PhilHealth Regional Office NCR

SUBJECT : Notice of Vacancies (Casual Position)

Attached are the Vacancies for casual positions in the Corporation the corresponding item number, salary grade, and qualification 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 to the **Human Resource Unit (HRU) 5thth Floor VCP Building, #68 Kalayaan Avenue Teacher's Village West Quezon City**, or at the following email addresses - hr.proncr@philhealth.gov.ph / proncr.hru@gmail.com until MAY 31 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 (if applicable)

External Applicant:

1. Application Form;
2. Properly accomplished, updated, and **notarized** Personal Data Sheet (PDS) CS Form No. 212, Revised 2017 with recent passport-sized photo and Work Experience Sheet (WES);
3. Original copy of the authenticated certificate of eligibility/rating/license

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- 3.1 Certificate of Eligibility issued by the CSC; 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 one (1) year (as applicable)
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 Relative Form;
8. Certification of No Conflict of Interest Form; and
9. 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 Item Number No. of Vacant Positions	SOCIAL INSURANCE ASSISTANT I / Salary Grade – 8 <u>PRO NCR OVP</u> Legal Office CAS-1900-0010 1
Minimum Qualification Standard (QS):	<ol style="list-style-type: none"> 1. Education: Completion of two (2) years of studies in College 2. Experience: One (1) year of relevant experience 3. Training: Four (4) hours of 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: <ol style="list-style-type: none"> 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 for 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.

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LIST OF VACANCIES

CASUAL

Position / Salary Grade:	SOCIAL INSURANCE ASSISTANT I / Salary Grade – 8
Organizational Unit: Place of Assignment	<u>PRO NCR CENTRAL</u> Benefits Administration Section
Item Numbers	CAS-1903-0004; CAS-1903-0014; CAS-1903-0018
No. of Vacant Positions	3
Minimum Qualification Standard (QS):	<ol style="list-style-type: none"> 1. Education: Completion of two (2) years of studies in College 2. Experience: One (1) year of relevant experience 3. Training: Four (4) hours of relevant training 4. Eligibility: Career Service (Sub-professional) / First Level Eligibility
Additional Qualification Requirement / Preference:	Education: - Bachelor's Degree Graduate
Job Description:	Duties and Responsibilities of the Position: <ol style="list-style-type: none"> 1. Receives claims from members and providers and counter-check with transmittal list provided/submitted. 2. Check the 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 documents, if there are any; 4. Verify the accuracy/authenticity of the information in PhilHealth Claim Forms based on existing databases or other valid sources. 5. Validate the beneficiaries and providers' eligibility to avail claims 6. Ensure completeness of documentary requirements in the claims applications before forwarding to the next processing stage. 7. Check the number of encoded claims and verify the accuracy of encoded information in the List of Claims received. 8. Performs other related tasks as may be assigned

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LIST OF VACANCIES

CASUAL

Position / Salary Grade:	SOCIAL INSURANCE ASSISTANT I (PhilHealth Customer Assistance, Relations and Empowerment Staff - PCARES /Salary Grade 8
Organizational Unit: Place of Assignment	<u>PRO NCR NORTH</u> Office of the Manager
Item Numbers	CAS-0006-0106; CAS-0006-0109; CAS-0006-0111; CAS-0006-0114; CAS-0006-0148; CAS-0006-0150; CAS-0006-0119; CAS-0006-0117
No. of Vacant Positions	8
Organizational Unit: Place of Assignment	<u>PRO NCR CENTRAL</u> Office of the Manager
Item Numbers	CAS-0006-0071; CAS-0006-0085; CAS-0006-0146
No. of Vacant Positions	3
Organizational Unit: Place of Assignment	<u>PRO NCR SOUTH</u> Office of the Manager
Item Numbers	CAS-0006-0124; CAS-0006-0130; CAS-0006-0134; CAS-0006-0138; CAS-0006-0139
No. of Vacant Positions	5
Minimum Qualification Standard (QS):	<ol style="list-style-type: none"> 1. Education: Completion of two (2) years of studies in College 2. Experience: One (1) year of relevant experience 3. Training: Four (4) hours of relevant training 4. Eligibility: Career Service (Sub-professional) / First Level Eligibility
Additional Qualification Requirement / Preference:	<ol style="list-style-type: none"> 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 4th 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.

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<p>Job Description:</p>	<p>Duties and Responsibilities of the Position:</p> <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 Item Number No. of Vacant Positions Organizational Unit: Place of Assignment Item Numbers No. of Vacant Positions	<p>SOCIAL INSURANCE ASSISTANT I (PhilHealth Accounts Information Management Specialists - PAIMS) / Salary Grade – 8</p> <p><u>PRO NCR CENTRAL</u> Collection Section</p> <p>CAS-0005-0016</p> <p>1</p> <p><u>PRO NCR SOUTH</u> Collection Section</p> <p>CAS-0005-0073; CAS-0005-0086</p> <p>2</p>
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 training 2. Must be 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 resident within the area of coverage of the LHIO or willing to be assigned to the LHIO 7. Must not be a relative of any PhilHealth employee up to 5th degree of consanguinity or affinity by CSC or internal issuance.
<div style="border: 2px solid green; padding: 5px; width: fit-content;"> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">MASTER COPY</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">DATE: <u>10/10/2016</u></p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">DC: <u>[Signature]</u></p> </div> Job Description	<p>Duties and Responsibilities of the Position:</p> <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)





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LIST OF VACANCIES

CASUAL

Position / Salary Grade:	CLERK III / Salary Grade - 6
Organizational Unit: Place of Assignment	<u>PRO NCR NORTH</u> Benefits Administration Section
Item Number	CAS-1902-0086
No. of Vacant Positions	1
Organizational Unit: Place of Assignment	<u>PRO NCR CENTRAL</u> Membership Section
Item Number	CAS-1903-0043
No. of Vacant Positions	1
Organizational Unit: Place of Assignment	<u>PRO NCR SOUTH</u> Global City Satellite Office (SM Aura)
Item Number	CAS-1901-0097
No. of Vacant Positions	1
Minimum Qualification Standard (QS):	<ol style="list-style-type: none"> 1. Education: Completion of two (2) years of 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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<p>Job Description:</p>	<p>Duties and Responsibilities of the Position:</p> <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 the inventory of offices' supplies and materials.7. Assists in organizing and documenting meetings called for the supervisor/head of office.8. Assists in answering telephone calls and attending to office clients.9. Performs other related tasks as may be assigned and delegated by the immediate supervisor.
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