



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  
 OFFICIALS OF PHILHEALTH

June 22, 2022

**PRO NCR MEMORANDUM**

No. 2022-251 ds

**TO :** ALL INTERESTED APPLICANTS

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

**SUBJECT :** Notice of Vacancies (Job Order Position)

Attached are the Vacancies for Job Order positions 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 5<sup>th</sup> Floor VCP Building, #68 Kalayaan Avenue, Teacher's Village**

**West, Quezon City**, or at the following email addresses [hr.proncr@philhealth.gov.ph](mailto:hr.proncr@philhealth.gov.ph) / [proncr.hru@gmail.com](mailto:proncr.hru@gmail.com) until JUL 05 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)

**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

MASTER COPY  
 DC 65- DATE 6/22/22





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KALAYANAN AVENUE, TEACHERS VILLAGE WEST, QUEZON CITY

- a. Eligibility issued by the CSC or CESB; or
- b. Valid professional license or Certificate of Registration issued by PRC/SC
- c. Valid licenses issued by authorized regulatory agencies
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	<b>ANTI-FRAUD LEGAL OFFICER / Salary Grade – 23</b>  <b><u>PRO NCR OVP</u></b> <b>Legal Services Office – 1 Position (Reposting)</b>
Qualifications:	<b>Education:</b> Bachelor of Laws  <b>Experience:</b> One (1) year of relevant experience  <b>Training:</b> Eight (8) hours of relevant training  <b>Eligibility:</b> R.A. 1080 / BAR
Additional Qualification Requirement / Preference:	At least two (2) year work experience in either private law firm or government counsel i.e. Office of the Solicitor General (OSG), Trial Courts, Office of the Government Corporate Counsel (OGCC), Public Attorney’s Office (PAO) or Judge Advocate General’s Office (JAGO).
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:	<b>Duties and Responsibilities of the Position:</b>  <ol style="list-style-type: none"> <li>1. Assists in handling case management, claims review, and related functions of the office.</li> <li>2. Performs a variety of technical and administrative duties to manage cases of the office.</li> <li>3. Drafts/prepares legal documents, reports, and pleadings;</li> <li>4. Prepares all the necessary background papers and legal documents necessary in handling case management;</li> <li>5. Monitors development and provides briefing regarding case management; and</li> <li>6. Performs other related tasks as may be properly assigned by supervisor.</li> </ol>

**MASTER COPY**  
 DC *Ala* DATE *6/24/20*

