



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 Regional Office – National Capital Region

05 September 2022

PRO NCR MEMORANDUM

No. 2022-404

TO : ALL INTERESTED APPLICANTS

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

SUBJECT : Notice of Vacancies (Casual Positions)

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 SEP 16 2022.

List of requirements to be submitted:

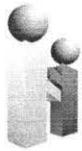
Internal Applicant:

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 Development Unit at (8)441-5677 for further queries.





LIST OF VACANCIES

CASUAL

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|---|--|
| Position / Job Grade: | COURIER/ Job Grade – 5 |
| Organizational Unit: Place of Assignment | <u>PRO NCR Central</u> Benefits Administration Section |
| Item No. | CAS-1903-0111 |
| No. of Vacant Position | 1 |
| Minimum Qualification Standard (QS): | 1. Education: High School Graduate 2. Experience: None Required 3. Training: None Required 4. Eligibility: None Required |
| Job Description: | Duties and Responsibilities of the Position: Under general supervision, the Courier is responsible for serving and receiving orders, processes, and other documents to and from the PRO NCR offices. |

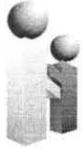


LIST OF VACANCIES

CASUAL

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|--|--|
| Position / Job Grade: | ADMINISTRATIVE AIDE VI (CLERK III) / Job Grade - 5 |
| Organizational Unit: Place of Assignment | <u>PRO NCR North</u> Collection Section |
| Item Number | CAS-1902-0106; CAS-1902-0155 |
| No. of Vacant Positions | 2 |
| Organizational Unit: Place of Assignment | <u>PRO NCR North</u> Membership Section |
| Item Number | CAS-1902-0137 |
| No. of Vacant Position | 1 |
| Organizational Unit: Place of Assignment | <u>PRO NCR Central</u> Benefits Administration Section |
| Item Number | CAS-1903-0077 |
| No. of Vacant Position | 1 |
| Organizational Unit: Place of Assignment | <u>PRO NCR South</u> Collection Section |
| Item Number | CAS-1901-0136 |
| No. of Vacant Position | 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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THE FUTURE OF HEALTHCARE

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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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LIST OF VACANCIES

CASUAL

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|---|--|
| Position / Job Grade: Organizational Unit: Place of Assignment Item Number No. of Vacant Positions Organizational Unit: Place of Assignment Item Numbers No. of Vacant Position | SOCIAL INSURANCE ASSISTANT I (PhilHealth Accounts Information Management Specialist - PAIMS) / Job Grade – 6 <u>PRO NCR Central</u> Collection Section CAS-0005-0013; CAS-0005-0039 2 <u>PRO NCR South</u> Collection Section CAS-0005-0094 1 |
| 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 the 5th degree of consanguinity or affinity by 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. |
| | <ol style="list-style-type: none"> 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

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|--|--|
| Position / Job Grade: | SOCIAL INSURANCE ASSISTANT I (PhilHealth Customer Assistance, Relations and Empowerment Staff - PCARES /Job Grade - 6 |
| 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-0006-0098; CAS-0006-0149 |
| 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; CAS-0006-0090 |
| No. of Vacant Positions | 4 |
| 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-0006-0135; CAS-0006-0126; CAS-0006-0128; CAS-0006-0138; CAS-0006-0139; CAS-0006-0145 |
| No. of Vacant Positions | 9 |
| 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; |
| | <ol style="list-style-type: none"> 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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UNIVERSAL HEALTH CARE
PAGKIKILALAKAS AT PANGALANG PANGALANG

Job Description:

Duties and Responsibilities of the Position:

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.

