



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
Citystate Centre, 709 Shaw Boulevard, Pasig City
(02) 8441-7442 www.philhealth.gov.ph
PhilHealthOfficial [teamphilhealth](#)

01 March 2023

HRD MEMORANDUM

No. 2023-03-001

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PEÑA
Senior Manager
Human Resource Department

SUBJECT : Notice of Vacancy of Job Order Position

Attached is the list of vacancy for Job Order position (Reposting) in the Corporation with the corresponding job grade and qualifications standard, authorized to be filled.

Application documents submitted in the following instances shall no longer be considered/accepted:

- Submitted beyond the publication/posting period;
- Documents not properly filled-out; and/or,
- Incomplete attachments

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.

The HRD shall prepare record of applicants with special needs and determine proper assistance to be provided according to their needs (i.e. auxiliary aids in coordination with appropriate agency or institution, ramp, wheelchair, elevators, and lactation room).

Qualified applicants are advised to send their complete application documents, listed in the next page to the **Human Resource Department (HRD)** at Room 1506, 15th floor CityState Center Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City or email recruitment@philhealth.gov.ph with the subject line format: Application to vacant <Position Title> until **March 13, 2023**.

List of requirements to be submitted:

Internal Applicant:

1. Application Form
2. Properly accomplished and updated Personal Data Sheet (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 (CS Form No. 212 Revised 2017) with recent passport sized photo and Work Experience Sheet (WES)
3. Authenticated Certificate of eligibility/rating/license
 - a. Eligibility issued by the CSC
 - b. Valid Professional license or Certificate of Registration issued by the PRC/SC
 - c. Valid licenses issued by authorized regulatory agencies
4. Certificate of Performance Ratings for the present position (for a period of one (1) year), if employed
5. Copies of Scholastic/Academic Records – Transcript of Records and Diploma or Certification from the DepEd and/or the CHED on the authenticity and equivalency on the subjects/courses taken
6. Copies of Certificates of Trainings attended
7. Sworn Declaration/Identification of Relatives
8. Certification of No Conflict of Interest
9. Non-Disclosure Agreement

You may contact HRD at (02) 8441-7442 local 7522 for queries on matters not covered by this advisory.

List of Vacancy Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Social Insurance Officer II Corporate Information Security Department 9 Php 2,035.48 1
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: None required Training: None required
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Conduct research on data privacy best practices; 2. Act as technical secretariat in the development of the Privacy and Protection Manual and Privacy Notice; 3. Review privacy impact assessments; 4. Review the endorsed Annual Privacy Impact Assessment Report; 5. Review data sharing agreements (from simple to complex); 6. Maintain an inventory of data sharing agreement and Non-Disclosure Agreements (NDAs); 7. Monitor security incident reports and breach; 8. Prepare the Annual Security Incident Report; 9. Prepare response to queries of Compliance Officers for Privacy (COPs); 10. Register/update data processing systems; 11. Draft simple to complex Memoranda, correspondences based on Data Privacy Act (DPA) provisions and security-related policies; 12. Prepare the Terms of Reference for the Engagement of Resource Person for Data Privacy Training; 13. Prepare, consolidate and compile all the required paper works for documentation; 14. Prepare the Technical Specifications for the In-house Data Privacy Training for Data Privacy Officer (DPO) and COPs; 15. Propose for prospective external trainings of DPO and COPs; 16. Assist and draft minutes of the meeting called by the DPO; 17. Attend meetings regarding Data Privacy (simple to complex/comprehensive) called by the National Privacy Commission (NPC); 18. Review of received non-disclosure agreements (simple to complex); 19. Maintain an inventory executed non-disclosure agreements by the DPO; and 20. Respond to emails (complex).