

15 March 2023

HRD MEMORANDUM

No. 2023-03-130

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 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:

- a. Submitted beyond the publication/posting period;
- b. Documents not properly filled-out; and/or,
- c. 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 27, 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 (if any)
 - 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:	Attorney IV Office of the Corporate Secretary 12 Php 4,579.97 1
Qualification Standards:	Education: Bachelor of Laws Work Experience: 1 year of relevant experience Training: 8 hours of relevant training Eligibility: RA 1080 (Bar)
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Assist in the study and review of the decisions on administrative cases brought before the PhilHealth Board; review the grounds of appeal; and draft reports and recommendations to the committees and the PhilHealth Board; 2) Performs a variety of technical and administrative duties and deliver responsibilities of the office; 3) Conduct legal research and coordination on specific legal concerns in carrying out the responsibilities of the PhilHealth Board and different Committees; 4) Draft/prepares legal documents, reports and pleadings; and 5) Prepares all the background reports and legal documents necessary for the materials of the PhilHealth Board and the Committees