

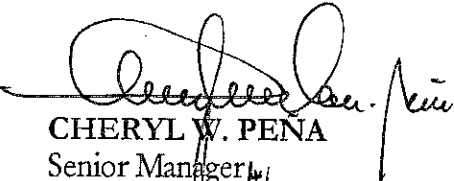


1 February 2023

HRD MEMORANDUM

No. 2023- 02-004

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PENA
Senior Manager
Human Resource Department

SUBJECT : Notice of Vacancies of Job Order Positions

Attached is the list of vacancies for Job Order positions in the Corporation with the corresponding salary 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 February 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 VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Financial Analyst II Comptrollership Department (Accounting and Internal Control Division-Remittance Unit) 10 Php 2,384.23 1
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: 1 year of relevant experience Training: 4 hours of relevant training
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Maintains and keeps PhilHealth employees' databases on remittances 2. Ensures compliance to policy issuances and requirements 3. Attends to concerns of employees regarding tax status, tax computation and remittances. 4. Computes for projected and year-end withholding tax for the current year and monitors withheld taxes of the employees. 5. Prepares and maintains files of disbursement vouchers, remittance reports and payments. 6. Maintains and reconciles trust liability account (BIR, GSIS, HDMF, PhilHealth, Philhealth Provident Fund). 7. Prepares accurate, complete and timely remittances of all mandatory deductions. 8. Performs administrative support to official functions such as drafting of memoranda and other correspondences. 9. Maintains and establishes an updated PhilHealth's books of accounts. 10. Performs analysis, validation and reconciliation of critical accounts. 11. Ensures accurate and complete recording of critical accounts of all financial transactions of the Corporation. 12. Review and verify the completeness and correctness of all supporting documents prior to the approval of journal vouchers, financial reports and other related financial reports. 13. Checks accounting entries in the ledgers and journals prior to the preparation of the trial balances.

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Financial Analyst II Comptrollership Department (System Support and Development Unit) 10 Php 2,384.23 1
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: 1 year of relevant experience Training: 4 hours of relevant training
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Assists in software development and IT projects implementation of the department. 2. Prepares user clearance for multiple accounts. 3. Assists in the technical and data support to all system users (Central Office and Regional Offices). 4. Assists in the review of URS/SRS to ensure requirements are included. 5. Coordinates with ITMD on system enhancement and development. 6. Performs other duties as may be assigned.

LIST OF VACANCIES

Job Order

<p>Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:</p>	<p>Financial Analyst I Comptrollership Department (Accounting and Internal Control Division-Remittance Unit) 8 Php 1,752.06 3</p>
<p>Qualification Standards:</p>	<p>Education: Bachelor's degree relevant to the job</p>
<p>Duties and Responsibilities</p>	<ol style="list-style-type: none"> 1. Maintains and keeps PhilHealth employees' databases on remittances. 2. Ensures compliance to policy issuances and requirements. 3. Attends to concerns of employees regarding tax status, tax computation and remittances. 4. Prepares and maintains files of disbursement vouchers, remittance reports and payments. 5. Maintains and reconciles trust liability account (BIR, GSIS, HDMF, PhilHealth, PhilHealth Provident Fund). 6. Prepares accurate, complete and timely remittances of all mandatory deductions. 7. Gathers data, screens data, processes, classifies, and summarizes financial data and other matters pertaining to financial transaction of the Corporation. 8. Review and verify the completeness and correctness of all supporting documents prior to the approval of journal vouchers, financial reports and other related financial reports. 9. Checks accounting entries in the ledgers and journals prior to the preparation of the trial balances.

LIST OF VACANCIES
Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Financial Analyst I Comptrollership Department (Fiscal Management Division-Fiscal Policy and Expenditure Programming Section) 8 Php 1,752.06 1
Qualification Standards:	Education: Bachelor's degree relevant to the job
Duties and Responsibilities	<ol style="list-style-type: none">1. Provides assistance in the Budget Preparation Activities;2. Provides assistance in the analysis of budget proposals;3. Provides assistance in the drafting/formulation of budget policies;4. Provide assistance in the receiving and releasing of documents for processing/processed by the Section5. Other duties that maybe assigned by his/her supervisor/s.

LIST OF VACANCIES
Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Financial Analyst I Comptrollership Department (Fiscal Management Division-Regional Budget Operations Unit) 8 Php 1,752.06 1
Qualification Standards:	Education: Bachelor's degree relevant to the job
Duties and Responsibilities	<ol style="list-style-type: none">1. Provides assistance in the processing of financial transactions;2. Provides assistance in the evaluation and analysis of budget proposals;3. Provides assistance in the drafting of memoranda;4. Provides assistance in the receiving and releasing of documents for processing/processed by the Section;5. Other duties that maybe assigned by his/her supervisor/s.

LIST OF VACANCIES
Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Financial Analyst I Comptrollership Department (Fiscal Management Division-Budget Administration Section) 8 Php 1,752.06 1
Qualification Standards:	Education: Bachelor's degree relevant to the job
Duties and Responsibilities	<ol style="list-style-type: none">1. Provides assistance in the receiving and releasing of documents for processing/processed by the Section.2. Provides assistance in the evaluation/processing of financial documents for funding;3. Provides assistance in the preparation of budgetary reports;4. Other duties that maybe assigned by his/her supervisor/s.

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Administrative Assistant III Comptrollership Department (Accounting and Internal Control Division-Remittance Unit) 7 Php 1,365.11 1
Qualification Standards:	Education: Completion of two years studies in college Experience: 2 years of relevant experience Training: 8 hours of relevant training
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Receives and records in a logbook all incoming and outgoing communications, reports, documents from and to the Accounting and Internal Control Division - Remittance. 2. Prepares and maintains files of disbursement vouchers, remittance reports and payments. 3. Ensures compliance to policy issuances and requirements. 4. Maintains and reconciles trust liability account (BIR, GSIS, HDMF, PhilHealth, PhilHealth Provident Fund). 5. Prepares accurate, complete and timely remittances of all mandatory deductions.

LIST OF VACANCIES

Job Order

<p>Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:</p>	<p>Administrative Assistant III Comptrollership Department (Office of the Senior Manager) 7 Php 1,365.11 1</p>
<p>Qualification Standards:</p>	<p>Education: Completion of two years studies in college Experience: 2 years of relevant experience Training: 8 hours of relevant training</p>
<p>Duties and Responsibilities</p>	<ol style="list-style-type: none"> 1. Receives and records in a logbook (or any records-keeping device) all incoming and outgoing communications, reports, and documents to and from the office. 2. Drafts/types reports, memoranda, correspondences and other documents of the office. 3. Ensures that all communications are received and/or forwarded to concerned accountable officers/personnel. 4. Ensures that all supporting documents are complete and other requirements complied with before they are forwarded to the Supervisor/Head of Office for action/decision. 5. Establishes and maintains a systematic and updated filing system of documents of Office/Department. 6. Maintains inventory of office supplies and materials. 7. Handles timely and accurate requisition/replenishment of office supplies and materials. 8. Ensures proper storage and timely distribution of office supplies and materials to all staff within the Office. 9. Prepares various administrative documents as directed. 10. Assists in organizing meetings called for by the Comptrollership Manager. 11. Encodes correspondences and reports upon instruction by the Comptrollership Department Senior Manager. 12. Performs other duties as may be assigned.