



Republic of the Philippines

PHILIPPINE HEALTH INSURANCE CORPORATION

Citystate Centre, 709 Shaw Boulevard, Pasig City

(02) 8441-7442 www.philhealth.gov.ph

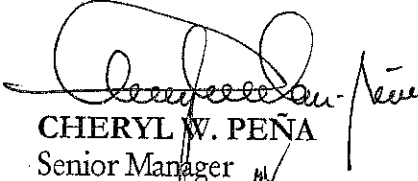
PhilHealthOfficial teamphilhealth

14 February 2023

HRD MEMORANDUM

No. 2023- 02-065

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PEÑA
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 Job Order <Position Title >until **February 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
 - 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:	Driver Physical Resources and Infrastructure Department 5 Php 1,081.14 10 (5 Drivers and 5 Bus Drivers)
Qualification Standards:	Education: Elementary school graduate Experience: None required Training: None required Eligibility: Driver License (MC 11, s. 96-Cat. II)
Preference	Experience: 5 years of work experience Training: Basic training on defensive driving and traffic rules and regulations Eligibility: Professional Driver License (MC 11, s. 96-Cat. II)/Restrictions 1, 2, 3 for Bus Drivers
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Transports the authorized officials and employees of the Office to and from their official destinations; 2. Ensure that the authorized officials and employees of the Office gets to his/her destination promptly and safely; 3. Performs minor repairs and mechanical troubleshooting tasks when necessary; 4. Ensures that vehicle is in good running condition and clean at all times by doing daily cleaning and check-up and/or minor vehicle repairs/troubleshooting; 5. Reports immediate needs for vehicle maintenance/repairs to concerned Office; 6. Accomplishes and submits Daily Trip Tickers and maintains records of official travels including all other documents required before and after trips/travels; and 7. Performs other related tasks that may be assigned