



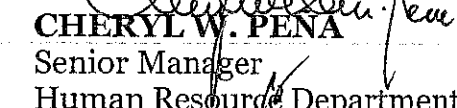
Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
Citystate Centre, 709 Shaw Boulevard, Pasig City
(02) 8441-7442 www.philhealth.gov.ph
PhilHealthOfficial teamphilhealth

22 January 2024

HRD MEMORANDUM

No. 2024- 01-202

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PENA
Senior Manager
Human Resource Department

SUBJECT : Notice of Vacancies of Casual Positions

Attached is the vacancies for casual positions in the Corporation that is authorized to be filled, with the corresponding item number, job grade and qualifications standards.

Application documents submitted in the following instances shall no longer be considered/accepted¹:

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

Further, 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 the requirements² 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 via email with the subject line format: Application to Vacant <Position Title><Item No.> until **February 05, 2023.**

Internal Applicant (existing permanent, coterminous and casual employees):

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 (for CY 2021)

¹ Corporate Order No. 2020-0020, PhilHealth's Merit Selection Plan (MSP) Item V.G.3

² Corporate Memorandum No. 2022-00017 (Application Requirements to Vacant Positions in the Corporation)

External Applicant:

1. Application Form;
2. Properly accomplished, updated and **notarized** Personal Data Sheet (PDS) or CS Form No. 212, Revised 2017 with recent passport sized photo and Work Experience Sheet (WES);
3. Authenticated certificate of eligibility/rating/license;
 - 3.1 Certificate of Eligibility issued by the CSC or CESB
 - 3.2 Valid professional license and Certificate of Registration issued by PRC/SC
 - 3.3 Valid licenses issued by authorized regulatory agencies

Proof of Eligibility- report of rating/license/ certificate of admission to the Bar/certificate of eligibility/eligibility card (original copy, authenticated copy, certified true copy, photocopy, scanned copy, or site/screen capture of the eligibility using the Civil Service Eligibility Verification System, Professional Regulation Commission's [PRC]'s Licensure Examination and Registration Information System [LERIS], or Supreme Court of the Philippines [SC] Lawyer's List

4. Certificate of Performance Rating for the Present Position (for a period of one (1) year), if employed;
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 Relatives Form;
8. Certification of No Conflict of Interest Form; and
9. Non-disclosure Agreement Form.

If submitted online, the original/authenticated/certified true copies of the application papers and other documents deemed necessary (i.e. valid NBI clearance/ Police Clearance, etc.), may be required by the HRD/HRU to be presented during the examination/interview of the applicants.

These positions shall be processed using the provisions of the PhilHealth's Merit Selection Plan pursuant to Corporate Order No. 2020-0020.

You may contact the HRD Recruitment, Selection, and Placement (RSP) Team at (02) 8441-7442 local 7522 or hrdrspcasual@gmail.com for queries on matters not covered by this advisory.

LIST OF VACANCIES

Casual

<p>Position, JG: Item No.: Organizational Unit: No. of Position:</p>	<p>Administrative Aide VI (Clerk III), JG-5 CAS-0100-0114 Office of the Chief Information Officer to be assigned under the Information Technology Management Department One (1)</p>
	<p>Education: Completion of two (2) years studies in college Work Experience: None required Training: None required Eligibility: Career Service (Sub-professional)/ First Level Eligibility</p>
<p>Job Description:</p>	<p>Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. Handles all the incoming and outgoing documents of the Office/Division; 2. Maintains systematic filing of documents of the office/division; and 3. Performs other additional tasks as may be assigned by the supervisor.

LIST OF VACANCIES

Casual

Position, JG: Item No.: Organizational Unit:	Social Insurance Assistant I, JG-6 CAS-0100-0112 Office of the Chief Information Officer to be assigned under the Information Technology Management Department
No. of Position:	One (1)
	Education: Completion of two (2) years studies in college Work Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (Sub-professional)/ First Level Eligibility
Job Description:	Duties and Responsibilities: <ol style="list-style-type: none"> 1. Assists in the development of Information and Communication Technologies (ICT) policies and standards including its necessary Completed Staff Work; 2. Conducts simple ICT seminars/fora for dissemination of newly developed ICT related policies and standards to all concerned offices; and 3. Performs other related tasks maybe assigned or delegated by the Division Chief IV of the ICT Planning Policies and Standards Division (IPPSD).