



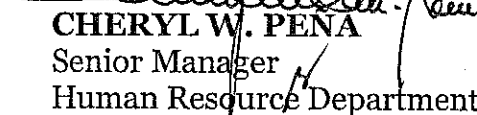
Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
Citystate Centre, 709 Shaw Boulevard, Pasig City
(02) 8662-2588 www.philhealth.gov.ph
PhilHealthOfficial teamphilhealth

12 March 2024

HRD MEMORANDUM

No. 2024- 03 - 028

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 at hrdrspcasual@gmail.com with the subject line format: Application to Vacant Casual Position <Position Title><Item No.> until **March 26, 2024**. Applications sent to other HR email address shall not be considered valid submission.

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)



List of requirements to be submitted:

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)

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

Position, JG: Item Nos.: Organizational Unit: No. of Position:	Social Insurance Officer I, JG-8 CAS-0007-0004 & CAS-0007-0005 Organization and Systems Development Office Two (2)
	Education: Bachelor's degree relevant to the job Work Experience: None required Training: None required Eligibility: Career Service (Professional)/ Second Level Eligibility
Job Description:	Duties and Responsibilities: <ol style="list-style-type: none"> 1. Performs simple to moderately complex function in any of the organizational design/development project teams - business process review, organization design/restructuring, workforce planning, and quality management; 2. Gathers data, interviews concerned job holder/supervisors, validates the current /existing job level processes, work instructions and undocumented practices, identifies gaps and document the same for ready reference on business process review/redesign; 3. Facilitates meeting / discussions and guides the team head in the analysis and documentation of standards operating procedures and work instructions; 4. Facilitates meetings/workshop sessions/interviews/focused-group discussions and other planning and policy development activities involving small teams; 5. Documents plans / programs / meetings / workshop sessions / interviews / focused-group discussions and other planning and policy development activities; 6. Prepares planning advisories and session guides for the use of the supervisors/managers and executive teams; 7. Maps existing simple processes and draft designs to enhance/improve. Holds meetings, researching processes, collecting data, analyzing information and performing related tasks. It is generally an office-based job, though it may involve a reasonable amount of travel to meet with end users, observe processes in action and meet the key stakeholders of process; 8. Clarifies and settles simple issues and concerns of various offices involving a single division or team; 9. Gathers and analyzes workload data and provide objective basis for workload analysis; 10. Researches job requirements, structural and functional relationships among jobs; 11. Observes and interviews employees to collect job and occupational requirements; 12. Prepares reports, such as job descriptions, organization and flow charts, and career path reports to summarize job analysis information; and 13. Performs other tasks as may be assigned.

Application Period: March 12, 2024 to March 26, 2024