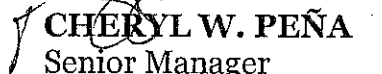


23 May 2024

**HRD MEMORANDUM**No. 2024- 05-160**TO : ALL INTERESTED APPLICANTS****FROM :**  **CHERYL W. PEÑA**  
Senior Manager  
Human Resource Department**SUBJECT : Notice of Vacancy of Casual Position**

Attached is the vacancy for casual position 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/accepted<sup>1</sup>:**

- 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 requirements<sup>2</sup> listed in the next page to the Human Resource Department (HRD) at Room 1506 15<sup>th</sup> floor CityState Center Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City or via email at [hrrspscasual@gmail.com](mailto:hrrspscasual@gmail.com) with the subject line format: Application to Vacant Casual Position <Position Title><Item No.> until **June 3, 2023**. Applications sent to other HR email address shall not be considered valid submission.

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

<sup>2</sup> 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; and
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 (CSEVS), Professional Regulation Commission's Licensure Examination and Registration System (LERIS), or Supreme Court of the Philippines 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](mailto:hrdrspcasual@gmail.com) for queries on matters not covered by this advisory.

## LIST OF VACANCY Casual

Position, JG:	<b>Administrative Aide VI (Clerk III), JG-5</b>
Item No.:	<b>CAS-0100-0006</b>
Organizational Unit:	<b>Accreditation Department</b>
No. of Position:	<b>One (1)</b>
	<b>Education:</b> Completion of two (2) years studies in college <b>Work Experience:</b> None required <b>Training:</b> None required <b>Eligibility:</b> Career Service (Sub-professional)/ First Level Eligibility
Job Description:	<b>Duties and Responsibilities:</b> <ol style="list-style-type: none"> <li>1. Receives/accepts/encodes/prepares routing slip for incoming communication thru Document Tracking System (DTS)/excel file for Senior Manager's signature, information and action;</li> <li>2. Updates/encodes/prepares transmittal slip for outgoing communication with action/signature of Senior Manager thru DTS/excel file;</li> <li>3. Updates/monitors the schedule and whereabouts of the Senior Manager and coordinates with other departments;</li> <li>4. Prepares monthly Extraordinary and Miscellaneous Expenses (EME) Certification of the Senior Manager;</li> <li>5. Attends to telephone and walk-in queries regarding administrative and other accreditation concerns;</li> <li>6. Prepares spot report on meetings/fora/workshops attended;</li> <li>7. Performs administrative tasks, as needed;</li> <li>8. Performs tasks as may be assigned by the Senior Manager and immediate supervisor.</li> </ol>

**Application Period: May 24, 2024 to June 3, 2024**