



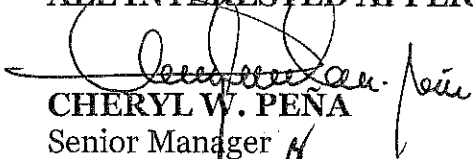
Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
Citystate Centre, 709 Shaw Boulevard, Pasig City
(02) 8662-2588 www.philhealth.gov.ph
PhilHealthOfficial teamphilhealth

11 June 2024

HRD MEMORANDUM

No. 2024- 06-113

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PEÑA
Senior Manager
Human Resource Department

SUBJECT : Notice of Vacancies of Casual Positions

Attached is the vacancies 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/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 hrrspscual@gmail.com with the subject line format: Application to Vacant Casual Position <Position Title><Item No.> until **June 24, 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.

This position 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>Social Insurance Assistant I (SIA I), JG-6 CAS-0100-0049 and CAS-0100-0050 Member Management Group (Employed Segment) Two (2)</p>
	<p>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</p>
<p>Job Description:</p>	<p>Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. Assists in the formulation of policies and overall monitoring of enrolment and coverage of members under the Formal Sector; 2. Coordinates with other offices/partners/stakeholders in the management and implementation of programs/projects and activities under the Formal Sector; 3. Prepares correspondence, memoranda, presentation materials and other documents as may be required by the Segment Head/or Formal Sector; 4. Prepares reply memoranda and letter to inquiries, requests and complaints of employers and other stakeholders with regards to payment of premium contribution and other work related to Formal Sector; 5. Attends to meeting concerning the development, amendments and drafting of policies/guidelines/ needed for the Formal Sector; 6. Attends to telephone and walk-in queries of members of the program (internal/external); 7. Assists in the conduct of consultation, focus group discussion with other departments/agencies and stakeholders for drafting and development of policies/programs/plans of the Corporation specially Formal Sector; and 8. Performs other related tasks as may be assigned by the Segment Head/CSIS and/or Senior Manager.

Application Period: June 11, 2024 to June 24, 2024