



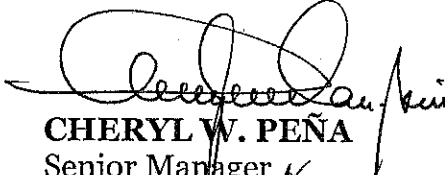
Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
Citystate Centre, 709 Shaw Boulevard, Pasig City
(02) 8662-2588 www.philhealth.gov.ph
PhilHealthOfficial X teamphilhealth

20 February 2024

HRD MEMORANDUM

No. 2024-02-19

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PEÑA
Senior Manager
Human Resource Department

SUBJECT : Notice of Vacancies of Job Order Positions (Reposting)

Attached is the list of vacancies for Job Order positions in the Corporation with the corresponding job grade and qualification standards, 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 rspjoborder.philhealth@gmail.com with the subject line format: Application to vacant <Position Title> until **March 01, 2024**.

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 (CS Form No. 212 Revised 2017) with recent passport sized photo and Work Experience Sheet (WES)

External Applicant:

List of requirements to be submitted:

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 (if any)
 - a. Certificate of 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

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 (CSEV), Professional Regulation Commission's Licensure Examination and Registration System (LERIS), or Supreme Court of the Philippines Lawyer's List.

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 (Reposting)

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Accountant III Comptrollership Department (FinMaREP) 11 Php 2,835.66 2
Qualification Standards:	Education: Bachelor's degree in Commerce/Business Administration major in Accounting Experience: 2 years of relevant experience Training: 8 hours of relevant training Eligibility: RA 1080 (CPA)
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Coordinates with PRO Accountants to ensure that all benefit claims and premium contributions transactions are properly recorded and accounted in the Subsidiary Ledgers; 2. Collaborates with PRO Accountants to ensure that all benefit claims and premium contributions transactions are recorded and reconciled in the books of PhilHealth and the Health Facilities and employers, respectively, at any given period; 3. Provides guidance on the database clean-up and adjustment based on the recommendation of PROs; 4. Provides guidance on all system enhancements affecting financial reports and transactions; 5. Discusses findings and other issues related to policy with concern offices; 6. Submits reports to the Corporate Planning Department as reference of the latter in providing "one single truth" data to concerned government entities/agencies/legislators and other stakeholders; 7. Prepares reports and presentations for the management; and 8. Perform other duties and tasks assigned by the supervisor.

LIST OF VACANCIES Job Order (Reposting)

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	ATTORNEY IV (ANTI-FRAUD LEGAL OFFICER) Arbitration Office 12 Php 4,579.97 8
Qualification Standards:	Education: Bachelor of Laws Experience: 2 years relevant experience Training: 8 hours of relevant training Eligibility: RA 1080 (Law)
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Resolve and prepare Decisions of the case; 2) Attend CAAC meetings, and case conference; 3) Resolve issues of concern in relation to handled cases; and 4) Report to the supervising Senior Arbiter/ Attorney V directly to the Executive Arbiter/ Vice President, Arbitration Office.

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	LEGAL RESEARCHER III Arbitration Office 11 Php 2,835.66 18
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: 2 years relevant experience Training: 8 hours of relevant training Eligibility: None required
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Prepare Orders/ Service of Decisions, Certificate of Finality/Endorsement & Executive Briefers of appealed decisions, and Writ of Execution; 2) Receive and monitor case folder status, if action is needed the LR is expected to act on the necessary pleading to prepare; 3) File, sort and digitally monitor case files raffled/ assigned to your respective team; 4) Draft Decisions under the supervision of the supervising Senior Arbiter; 5) Attend hearings and meetings; 6) Coordinate with PRO Legal Offices on matters concerning assigned cases; 7) Perform other tasks that may be assigned by the supervising Special Investigator IV/ Legal Researcher III (permanent) and/ or Senior Arbiter.