

04 September 2024

**HRD MEMORANDUM**No. 2024-09-007**TO : ALL INTERESTED APPLICANTS****FROM : CHERYL W. PENA**  
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, 15<sup>th</sup> floor CityState Center Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City** or email [rspjoborder.philhealth@gmail.com](mailto:rspjoborder.philhealth@gmail.com) with the subject line format: Application to vacant <Position Title> until **September 16, 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
  - a. Valid Professional license or Certificate of Registration issued by the PRC/SC
  - b. 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)

<b>Position Title:</b> <b>Item No./s:</b> <b>Office</b> <b>Assignment:</b> <b>Job Grade:</b> <b>Daily Rate:</b> <b>No. of Vacant</b> <b>Positions:</b>	<b>Social Insurance Assistant I</b> <b>JO-24-HDOFC0010</b> <b>Corporate Communications Department</b>  <b>6</b> <b>Php 1,215.71</b> <b>1</b>
<b>Qualification Standards:</b>	<b>Education:</b> Completion of two years studies in college <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 hours of relevant training <b>Eligibility:</b> None required
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>a) Assists in the preparation of public relations materials including drafting of news releases, fact sheets, articles, newsletter articles, broadcast scripts, advertorials, and speeches;</li> <li>b) Provides administrative support for promotional special events such as press conferences, banquets, exhibits, product or service fairs, athletic events, and other corporate events;</li> <li>c) Collates, organizes, and establishes a file of promotional and communication materials such as, but not limited to, corporate magazine, brochures, flyers, press releases, print ads, briefers, column articles etc.;</li> <li>d) Drafts correspondences in response to inquiries and requests for information from media personnel and the public;</li> <li>e) Assists in the distribution of promotional and communication materials including flyers, brochures, and press kits; disseminates information via the appropriate information and media channels;</li> <li>f) Handles photo and audio-video documentation of corporate events and maintains photo library and video footage files for documented events;</li> <li>g) Edits video footages taken of corporate events for dispatch to media offices;</li> <li>h) Electronically edits photos taken during corporate events for website upload, photo release, and social media posting;</li> <li>i) Drafts captions for photos taken of corporate events for public and media release purposes; and</li> <li>j) Performs other duties that may be assigned and delegated by the direct supervisor or other higher authorities within the Department.</li> </ul>

## LIST OF VACANCIES Job Order (Reposting)

<b>Position Title:</b> <b>Item No./s:</b> <b>Office Assignment:</b> <b>Job Grade:</b> <b>Daily Rate:</b> <b>No. of Vacant Positions:</b>	<b>Social Insurance Assistant I</b> <b>JO-24-HDOFC0048</b> <b>Protests and Appeals Review Department (PARD)</b>  <b>6</b> <b>Php 1,215.71</b> <b>1</b>
<b>Qualification Standards:</b>	<b>Education:</b> Completion of two years studies in college <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 hours of relevant training <b>Eligibility:</b> None required
<b>Duties and Responsibilities</b>	<p>a) Provides administrative assistance to the PARD Division (A/B) and performs a variety of administrative tasks:</p> <ul style="list-style-type: none"> <li>• Receives docketed appealed claims from Admin-Docketing Section.</li> <li>• Prepares various administrative documents as directed.</li> <li>• Drafts deficiency letters for appealed claims with deficient medical records as requested by the Medical Specialists and prepares pertinent documents and transmittal for release to PRID-Records Section.</li> <li>• Prepares annexes as needed</li> </ul> <p>b) Performs day-to-day operational work which typically involves recording and routing of documents:</p> <ul style="list-style-type: none"> <li>• Establishes and maintains a systematic and updated filing system of documents of Office</li> <li>• Ensures that all supporting documents are complete and other requirements complied with before they are forwarded to the concerned personnel.</li> <li>• Prepares and photocopy claim documents and Resolution depending on the number of copy furnish and appeal decision.</li> </ul> <p>c) Performs other tasks as may be assigned.</p>