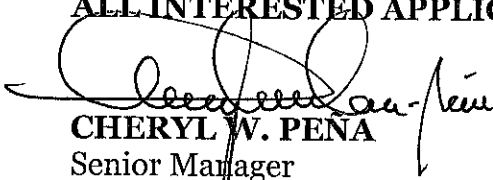


22 October 2024

HRD MEMORANDUMNo. 2024-10-149**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, 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 **November 04, 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)

Position Title: Item No./s: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Social Insurance Officer I JO-22-04078 Organization and Systems Development Office 8 Php 1,752.06 1
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: None required Training: None required Eligibility: None required
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Organizes and makes all necessary arrangements for nay QMS related meetings and conferences; 2. Co-facilitates conduct of QMS trainings/seminars/fora; 3. Prepares minutes of meetings (MOM) and Summary of Agreements, Directives and Action-points (SADA); 4. Addresses/answers Business Process Owners (BPOs), Internal Quality Auditors (IQAs), and other interested parties regarding QMS issues and inquiries; 5. Ensures security of QMS related documented information; 6. Prepares correspondence, reports and other documents specifically on matters or inquiries related to the Internal Quality Audit Report, Management Report, and Third-party ISO 9001:2015 Certification; 7. Conducts researches related to QMS and other ISO standards applicable to PhilHealth, organizes and analyses research materials and provide relevant information; 8. Conducts researches on various trends and practices in any of business processes of PhilHealth with other national agencies and private firms with similar processes, through surveys, interviews, and other effective and efficient means; 9. Reviews simple to moderately complex process documents, i.e., Standard Operating Procedures (SOP) and Work Instructions (Wins, proposed by BPOs and identify gaps and propose process improvements based on existing Corporate policies, strategic objectives and relevant rules and regulations; and 10. Performs other tasks that may be assigned or delegated.

LIST OF VACANCIES Job Order (Reposting)

Position Title: Item No./s: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Administration Services Assistant B (Administrative Assistant III) JO-23-04215 PMT-Primary Care (Konsulta), OEVP and COO 7 Php 1,365.11 1
Qualification Standards:	Education: Completion of two years studies in college Experience: 2 years relevant experience Training: 8 hours of relevant training Eligibility: None required
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Receives and records i a logbook (or any records-keeping device) all incoming and outgoing communications, reports, and documents to and from the office; 2. Ensures that all communications are received and /or forwarded to concerned accountable officers/personnel; 3. Establishes and maintains a systematic and updated filing systems of documents of Office/Department; 4. Maintains inventory of office supplies and materials; 5. Handles timely and accurate requisition/replenishment of office supplies and materials; 6. Ensures proper storage and timely distribution of office supplies and materials to all staff within the Office; 7. Prepares various administrative documents as directed; and 8. Performs other related tasks that may be assigned or delegated by the Team Head; of the Project Management Team for Primary Care.