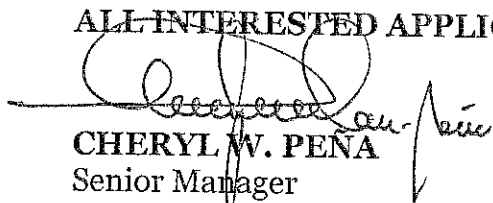


30 October 2024

HRD MEMORANDUMNo. 2024-10-172TO : **ALL-INTERESTED APPLICANTS**FROM : 
CHERYL W. PEÑA
Senior Manager
Human Resource DepartmentSUBJECT : **Notice of Vacancy - Job Order Position**

Attached is the notice of vacancy for Job Order position 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 11, 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 VACANCY Job Order

Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	PMT – Risk Management 10 Php 2,384.23 1
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: None required
Duties and Responsibilities	<ul style="list-style-type: none"> a) Identifies internal and external parameters in managing corporate operational and financial risks and generates the risk management context to formulate the risk criteria; b) Monitors and reviews the risk management activities if they are in accordance with established RM Context and Scope (RMCS); c) Identifies and documents all operational and financial risks and ensures inclusion in the risk registry; d) Conducts an annual Risk Planning Session; e) Reviews the correctness, completeness, and appropriateness of risk assessment and evaluation tools for identified potential risks, identified corporate risk profiles and risk priorities, assessment and evaluation reports, and risk treatment options for the identified risks; f) Reviews the effectiveness of existing controls in terms of policies, systems, procedures, and recommends enhancements/developments, as necessary; g) Conducts workshops, surveys, and interviews to validate identified possible risks and risk management strategies of operating units; h) Prepares the Integrated Risk Response Plan of the Corporation; i) Prepares a Risk Management Plan for identified operational and financial risks and a Contingency Plan for high impact risks; j) Reviews and monitors the risk treatment options and recommends appropriate options for the identified risks; k) Monitors and submits reports of the identified high priority risks to management; l) Ensures the completeness and appropriateness of documents endorsed to the immediate supervisor to ascertain complete staff work; m) Prepares the correspondences/ reports and organizes facts to facilitate decisions by the immediate supervisor on matters for decisions/action; n) Acts as a resource person in the operational or financial risk technical aspects; o) Attends committee meetings and sessions as the alternate of the immediate supervisor and provides inputs, as may be necessary;

LIST OF VACANCY Job Order

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| | <p>p) Provides administrative and technical support to meetings and official functions of the office; and</p> <p>q) Performs other related duties and responsibilities that may be assigned or required.</p> |
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