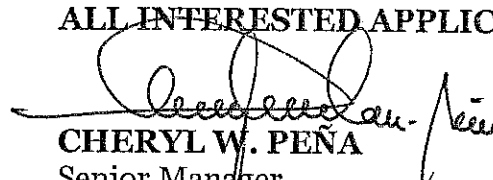


21 November 2024

HRD MEMORANDUMNo. 2024-11-173**TO : ALL INTERESTED APPLICANTS****FROM :** 
CHERYL W. PEÑA
Senior Manager
Human Resource Department**SUBJECT : Notice of Vacancy of Job Order Position (Reposting)**

Attached is the list 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 1505, 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 **December 02, 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 (Reposting)

Position Title: Item No./s: Office Assignment: Job Grade: Daily Rate: No. of Vacant Position/s:	Special Investigator III JO-24-HDOFC0032 Prosecution Department 11 Php 2,835.66 1
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	a) Provides technical and administrative support to handling lawyers in the conduct of preliminary investigation and evaluation of administrative complaints filed against Health Care Providers (HCPs) and Member; b) Conducts research/investigation relative to administrative complaints filed against HCPs and Members; c) Prepares/drafts Resolution on administrative complaints filed against HCPs and Members; d) Performs complete staff work in the preparation and drafting of Formal Charge against HCPs and Members; and e) Performs other tasks that are assigned to a Job Order Contractor as deemed necessary