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Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
PhilHealth Regional Office IV-B
XentroMall Batangas City, Diversion Road, Brgy. Alangilan,
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📱 PhilHealthRegionalOfficeIVB ✉ teamphilhealth

August 21, 2024

TO : ALL INTERESTED APPLICANTS

FROM :  ATTY. JERRY F. IBAY
Regional Vice President

SUBJECT : Notice of Vacancies of Job Order Positions

Attached is the list of anticipated vacancies for Job Order positions in the Corporation with the corresponding salary grade and qualifications standard, 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 HR Unit 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 Unit (HRU) at PhilHealth Regional Office IV-B, XentroMall Batangas City, Diversion Road, Alangilan, Batangas City** or email recruitment.pro4b@gmail.com with the subject line format: Application to vacant «Position Title» until **September 2, 2024**.

List of requirements to be submitted:

Internal Applicant:

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:

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
 - a. 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
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 HR Unit at (043) 723-9237 local 5217 for queries on matters not covered by this advisory.

LIST OF VACANCIES

Job Order

Application Period: August 21 to September 2, 2024

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Position:	Financial Analyst I Fund Management Section 8 Php 1,752.06 1
Qualification Standard (QS):	Education: Bachelor's degree relevant to the job Work Experience: None required Training: None required Eligibility: None required
Duties and Responsibilities:	<p><u>Premium Accounts Management and Reconciliation – Subsidiary Ledger Staff</u></p> <ol style="list-style-type: none"> 1. Facilitates the recording and reporting of premium receivable and premium collection accounts from the Direct Contributors in the books of accounts; 2. Creates and maintains Subsidiary Ledgers on a daily basis; 3. Conducts real-time monitoring and management of premium accounts; 4. Performs analysis on premium receivable and premium collection accounts from the Direct Contributors; 5. Coordinates status of Premium Collection of Members through PhilHealth Accounts Information Management Specialist (PAIMS) and Local Health Insurance Offices (LHIOs); 6. Performs aid and oversight to the database to ensure real-time monitoring of premium accounts balances through Subsidiary Ledger within their respective PhilHealth Regional Office; 7. Identifies non-remitting employers and performs appropriate actions; 8. Discuss findings and other issues related to premium accounts including concerns on policy and system with concern offices; and 9. Perform other tasks as instructed by the supervisor. <p><u>Benefit Accounts Management and Reconciliation – Subsidiary Ledger Staff</u></p> <ol style="list-style-type: none"> 1. Facilitates the recording and reporting of benefit claims in the books of accounts; 2. Creates and maintains Subsidiary Ledgers on a daily basis;

LIST OF VACANCIES

Job Order

Application Period: August 21 to September 2, 2024

	<ol style="list-style-type: none">3. Conducts real-time monitoring and management of benefit claims accounts;4. Performs analysis on benefit claims accounts;5. Generates Subsidiary Ledgers for submission to the Accountant as their direct supervisor;6. Performs aid and oversight to the database to ensure real-time monitoring of benefits accounts balances through Subsidiary Ledger within their respective PhilHealth Regional Office;7. Discuss findings and other issues related to benefit accounts including concerns on policy and system with concern offices; and8. Perform other tasks as instructed by the supervisor.
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