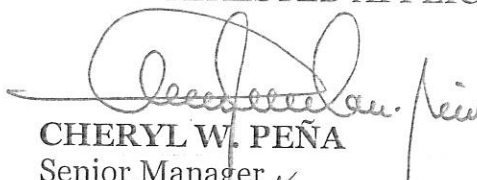


January 6, 2025

HRD MEMORANDUM

No. 2025- 01-031

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PEÑA
Senior Manager
Human Resource Department

SUBJECT : Notice of Vacant Casual Position

Attached is the vacancy for casual position in the Corporation that is authorized to be filled, with the corresponding item number, job grade and qualifications standards.

Application documents submitted in the following instances shall no longer be considered/accepted¹:

- a. Submitted beyond the publication/posting period;**
- b. Documents not properly filled-out; and/or,**
- c. Incomplete attachments**

Further, 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 the requirements² 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 via email at recruitment@philhealth.gov.ph with the subject line format: Application to Vacant Casual Position <Position Title><Item No.> until **January 15, 2025**. Applications sent to other HR email address shall not be considered valid submission.

¹ Corporate Order No. 2020-0020, PhilHealth's Merit Selection Plan (MSP) Item V.G.3

² Corporate Memorandum No. 2022-00017 (Application Requirements to Vacant Positions in the Corporation)

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 (PDS) 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 (PDS) or CS Form No. 212, Revised 2017 with recent passport sized photo and Work Experience Sheet (WES);
3. Authenticated certificate of eligibility/rating/license;
 - 3.1 Certificate of Eligibility issued by the CSC or CESB
 - 3.2 Valid professional license and Certificate of Registration issued by PRC/SC
 - 3.3 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, Professional Regulation Commission's [PRC]'s Licensure Examination and Registration Information System [LERIS], or Supreme Court of the Philippines [SC] Lawyer's List

4. Certificate of Performance Rating for the Present Position (for a period of one (1) year), if employed;
5. Copies of Scholastic Records/Academic Records – Transcript of Records and diploma or certification from the Department of Education (DepEd) and/or Commission on Higher Education (CHED) on the authenticity and equivalency of the subjects/courses taken.
6. Copies of certificates of Training attended
7. Sworn Declaration/Identification of Relatives Form;
8. Certification of No Conflict of Interest Form; and
9. Non-disclosure Agreement Form.

If submitted online, the original/authenticated/certified true copies of the application papers and other documents deemed necessary (i.e. valid NBI clearance/ Police Clearance, etc.), may be required by the HRD/HRU to be presented during the examination/interview of the applicants.

This position shall be processed using the provisions of the PhilHealth's Merit Selection Plan pursuant to Corporate Order No. 2020-0020.

You may contact the HRD Recruitment, Selection, and Placement (RSP) Team at (02) 8441-7442 local 7522 or recruitment@philhealth.gov.ph for queries on matters not covered by this advisory.

LIST OF VACANCY

Casual

Position, JG:	Social Insurance Assistant I, JG-6
Item No.:	CAS-0001-0002
Organizational Unit:	Corporate Communications Department
No. of Position:	One (1)
	<p>Education: Completion of two (2) years studies in college</p> <p>Work Experience: 1 year relevant experience</p> <p>Training: 4 hours of relevant training</p> <p>Eligibility: Career Service (Sub-professional)/ First Level Eligibility</p>
Job Description:	<p>Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. Assists in the preparation of public relations materials including drafting of news releases, fact sheets, articles, newsletter articles, broadcast scripts, advertorials, and speeches; 2. Provides administrative support for promotional special events such as press conferences, banquets, exhibits, product or service fairs, athletic events, and other corporate events; 3. 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.; 4. Drafts correspondences in response to inquiries and requests for information from media personnel and the public; 5. Assists in the distribution of promotional and communication materials including flyers, brochures, and press kits; disseminates information via the appropriate information and media channels; 6. Handles photo and audio-video documentation of corporate events and maintains photo library and video footage files for documented events; 7. Edits video footages taken of corporate events for dispatch to media offices; 8. Electronically edits photos taken during corporate events for website upload, photo release, and social media posting; 9. Drafts captions for photos taken of corporate events for public and media release purposes; and 10. Performs other duties that may be assigned and delegated by the direct supervisor or other higher authorities within the Department.

Application Period: January 6, 2025 to January 15, 2025