



Republic of the Philippines

PHILIPPINE HEALTH INSURANCE CORPORATION

Citystate Centre, 709 Shaw Boulevard, Pasig City

(02) 8662-2588 www.philhealth.gov.ph

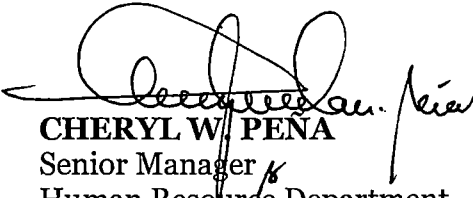
PhilHealthOfficial X teamphilhealth

February 3, 2025

HRD MEMORANDUM

No. 2025- 02-016

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PEÑA
Senior Manager
Human Resource Department

SUBJECT : Notice of Vacant Casual Positions

Attached is the vacancies for casual positions 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 **February 13, 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 VACANCIES

Casual

Position, JG: Item No.: Organizational Unit: No. of Position:	Administrative Aide VI (Clerk III), JG-5 CAS-0100-0020 Benefits Development & Research Department One (1)
	Education: Completion of two (2) years studies in college Work Experience: None required Training: None required Eligibility: Career Service (Sub-professional)/ First Level Eligibility
Job Description:	Duties and Responsibilities: <ol style="list-style-type: none"> 1. Responsible for proper and timely handling of all incoming and outgoing papers/documents of the office to the concerned Departments; 2. Establishes and maintains systematic filing of documents; 3. Records all reports, memoranda, correspondences and documents of the office; 4. Responds to telephone calls and immediately forwards the same to concerned staff/Team; 5. Keeps orderliness and cleanliness of the office all times; 6. Sets meetings, documents meetings and discussions as may be assigned by the Senior Manager or Team Heads; 7. Ensures continuous self-learning to improve competencies; and 8. Performs other related tasks that may be assigned or delegated by the Senior Manager and Team Heads of Benefits Development & Research Department.

Application Period: February 3, 2025 to February 13, 2025

LIST OF VACANCIES

Casual

Position, JG: Item No.: Organizational Unit: No. of Position:	Social Insurance Assistant I, JG-6 CAS-0100-0011 Benefits Development & Research Department One (1)
	Education: Completion of two (2) years studies in college Work Experience: 1 year relevant experience Training: 4 hours relevant training Eligibility: Career Service (Sub-professional)/ First Level Eligibility
Job Description:	Duties and Responsibilities: <ol style="list-style-type: none"> 1. Receives, records and tracks all incoming and outgoing documents and maintain accurate and updated log; 2. Ensures timely release of documents to concerned staff/office/department; 3. Ensures that all supporting documents are complete and other requirements complied with before they are forwarded for action/decision; 4. Establishes and maintains systematic filing of all Team documents for easy retrieval, updating and disposal; 5. Prepares/types reports, memoranda, communications and other documents of the Team; 6. Organizes meeting/workshops and FGDs of the team and prepares necessary documents to conduct the activity; 7. Documents meetings/discussions/dialogue proceedings as may be assigned by the Supervisor; 8. Prepares payment/disbursement documents, annual planning and budget documents and other administrative-related tasks; and 9. Performs other related tasks that may be assigned or delegated by the Supervisor

Application Period: February 3, 2025 to February 13, 2025