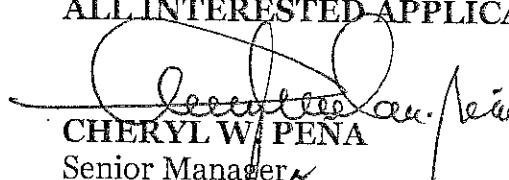


07 January 2025

HRD MEMORANDUM

No. 2025-01-058

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PENA
Senior Manager
Human Resource Department

SUBJECT : Notice of Vacancies of Job Order Positions (Reposting)

Attached is the list of vacancies for Job Order positions 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 recruitment@philhealth.gov.ph with the subject line format: Application to vacant Job Order<Position Title> until **January 17, 2025.**

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 VACANCIES (Reposting) Job Order (6 months only)

Position Title: Item No./s: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions: Contract duration:	Social Insurance Assistant I JO-24-CISD-0001 to JO-24-CISD-0020 Corporate Information Security Department 6 Php 1,215.71 20 6 months only (January 02, 2025 – June 30, 2025)
Qualification Standards:	Education: Completion of two years studies in college Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: None required
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Accurately and efficiently enter data into the Privacy Notification System; 2) Ensure accuracy, completeness, and consistency by verifying and cleaning the data; 3) Keep detailed records of activities, including data entry volumes and errors, for reporting and performance tracking; 4) Work with the InfoSec personnel and other pertinent Officer to resolve discrepancies and clarify data before entry; and 5) Follow data privacy and security guidelines to protect sensitive information.

LIST OF VACANCIES (Reposting) Job Order

Position Title: Item No./s: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Financial Analyst I JO-24-PPLUS0008 PhilHealth Plus, OEVP/COO 8 Php 1,752.06 1
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: None required Training: None required Eligibility: None required
Duties and Responsibilities	Under general supervision, the financial analyst will be: a) Handling banking and finance related matters pertaining to health insurance operations, among others; b) Coordinating with offices of the Finance Management Sector re: banking, finance, budget related matters pertaining to the operations of PhilHealth Plus and its office; c) Performing other tasks as instructed by the Head of PhilHealth Plus.

LIST OF VACANCIES (Reposting) **Job Order**

Position Title: Item No./s: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Social Insurance Assistant I JO-24-PPLUS0011; JO-24-PPLUS0012 PhilHealth Plus, OEVP/COO 6 Php 1,215.71 2
Qualification Standards:	Education: Completion of two years studies in college Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: None required
Duties and Responsibilities	<p>Under general supervision, the Social Insurance assistant I shall conduct marketing activities for PhilHealth Plus such as but not limited to the following:</p> <ul style="list-style-type: none"> a) Information Education Campaign (IEC) similar to reach out activities; b) negotiate with possible clients/agencies re: getting PhilHealth Plus for their agency; c) Prepare marketing strategies related to potential members' appreciation and acceptance of PhilHealth Plus; d) Handle design of events and marketing paraphernalia; e) Coordinate with Corporate Marketing and the Corporate Affairs Group re: marketing, promotional, event needs of PhilHealth Plus; and f) f) Perform other tasks as instructed by the Head of PhilHealth Plus.

LIST OF VACANCIES (Reposting) **Job Order**

Position Title: Item No./s: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Information Systems Analyst II JO-24-PPLUS0007 PhilHealth Plus, OEVP/COO 10 Php 2,384.23 3
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: 1 year relevant experience Training: 4 hours of relevant training Eligibility: None required
Duties and Responsibilities	Under general supervision the Data Analyst shall, among others: a) Develop the system requirements for PhilHealth Plus processing; b) Perform complete staff work in the preparation and drafting of forms, reports, memoranda, correspondences and other documents relevant to IT processes of the Corporation; c) Coordinate with ITMD all data management and IT concerns of the PhilHealth Plus Team and PhilHealth Plus itself; and d) Perform other tasks as instructed by the Head of PhilHealth Plus.

LIST OF VACANCIES (Reposting) Job Order

Position Title: Item No./s: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Research Specialist (Research Assistant) JO-24-PPLUS0003 PhilHealth Plus, OEVP/COO 10 Php 2,384.23 2
Qualification Standards:	Education: Bachelor's degree Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: None required
Duties and Responsibilities	<p>Under general supervision, the researcher shall, among other related activities:</p> <ul style="list-style-type: none"> a) Conduct research activities related to the development of PhilHealth Plus policy and operations; b) Shall assist the MS III in policy drafting; c) Perform complete staff work in the preparation and drafting of policy drafts, reports, memoranda, correspondences and other documents relevant to policy crafting and communication; d) Coordinate with internal and external stakeholders pertaining to the development of PhilHealth Plus; and e) Perform other tasks as instructed by the Head of PhilHealth Plus.