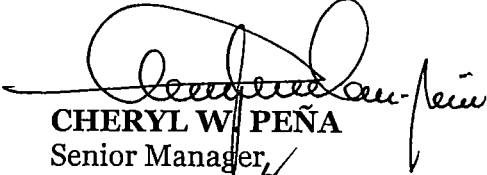


11 April 2025

**HRD MEMORANDUM**No. 2025-04-083**TO : ALL INTERESTED APPLICANTS**  
**FROM : CHERYL W. PEÑA**  
Senior Manager,  
Human Resource Department**SUBJECT : Notice of Vacancies of Job Order Positions**

Attached is the list of vacancies 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, 15<sup>th</sup> floor CityState Center Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City** or email [recruitment@philhealth.gov.ph](mailto:recruitment@philhealth.gov.ph) with the subject line format: Application to vacant Job Order <Position Title> until **April 28, 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
  - b. Valid Professional license or Certificate of Registration issued by the PRC/SC
  - c. 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

### Job Order

<b>Position Title:</b> <b>Office Assignment:</b>	<b>Social Insurance Assistant I</b> <b>Corporate Marketing Department</b>
<b>Position Reference No.</b> <b>Job Grade:</b> <b>Daily Rate:</b> <b>No. of Vacant Positions:</b>	<b>JO-24-HDOFC0015</b> <b>6</b> <b>Php 1,215.71</b> <b>1</b>
<b>Qualification Standards:</b>	<b>Education :</b> Completion of 2 years studies in college <b>Experience:</b> 1 year of relevant experience <b>Training :</b> 4 hours of relevant training <b>Eligibility :</b> None required
<b>Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Assists in the preparation, organization and documentation of meetings and other office activities;</li> <li>2. Assists in the preparation of reports, presentation and other forms of correspondence as may be assigned;</li> <li>3. Assists in the preparation and monitoring of procurement documents/activities;</li> <li>4. Assists in the organization, storage, distribution/dissemination and inventory of information materials/marketing collaterals;</li> <li>5. Assists in the preparation and conduct of corporate marketing and promotional events; and</li> <li>6. Handles/assists in other administrative tasks of the Department.</li> </ol>

## LIST OF VACANCIES Job Order

<b>Position Title:</b> <b>Office Assignment:</b>  <b>Position Reference No.</b> <b>Job Grade:</b> <b>Daily Rate:</b> <b>No. of Vacant Positions:</b>	<b>Social Insurance Officer I</b> <b>Corporate Marketing Department</b>  <b>JO-24-HDOFC0013</b> <b>8</b> <b>Php 1,752.06</b> <b>1</b>
<b>Qualification Standards:</b>	<b>Education :</b> Bachelor's degree relevant to the job <b>Experience:</b> None required <b>Training :</b> None required <b>Eligibility :</b> None required
<b>Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Prepares/drafts basic memoranda, letters, reports, presentations and other forms of correspondence as may be assigned (hence, having skills in technical/business/content writing is preferred);</li> <li>2. Assists in the development of information materials/marketing collaterals;</li> <li>3. Researches on current marketing and branding trends and other needed data/information as may be necessary;</li> <li>4. Proposes concepts for information/marketing collaterals and marketing events and activities;</li> <li>5. Assists in the preparation and conduct of corporate marketing and promotional events;</li> <li>6. Assists in the monitoring of implementation of marketing activities and brand compliance; and</li> <li>7. Performs other related duties and responsibilities as may be assigned.</li> </ol>