

26 April 2025

HRD MEMORANDUM

No. 2025-04-156

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 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 **May 08, 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
 - 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

Position Title: Office Assignment: Item No. Job Grade: Daily Rate: No. of Vacant Positions:	Social Insurance Officer I Corporate Communications Department JO-24-HDOFC0009 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	<ul style="list-style-type: none"> a) Assists in the preparation of public relations materials including drafting of news releases, fact sheets, articles, broadcast scripts, advertorials, and speeches; b) Assists in drafting policies, strategies, and responses relative to corporate issues on public affairs; c) Provides support in organizing and conducting promotional events such as press conferences, kapihan, banquets, exhibits, product or service fairs, athletic events, and other corporate events; d) Assists in review and monitoring the content, production, and distribution of communication materials including print ads, briefers, column articles, as well as digital materials such as art cards, banners, reels, videos, etc.; e) Responds to requests for information from media personnel and the public; f) Assists in the distribution of promotional materials including flyers, brochures, and press kits; disseminates information via the appropriate information and media channels; g) Conceptualizes/produces content, layout, and design of basic communication materials such as print ads, briefers, column articles, advisories, ear ads, art cards, banners, reels, videos, etc.; h) Assists in news monitoring and transcription of interviews; i) Assists in crafting of quote cards, excerpts, photo stories, etc. for corporate events and activities; and j) Performs other duties that may be assigned and delegated by the direct supervisor or other higher authorities within the Department.

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Item No. Job Grade: Daily Rate: No. of Vacant Positions:	Medical Specialist III PhilHealth Plus, OEVP/COO JO-24-PPLUS0001 12 Php 4,579.97 1
Qualification Standards:	Education: Doctor of Medicine Experience: 2 years relevant experience Training: 8 hours of relevant training Eligibility: RA 1080 (Medicine)
Duties and Responsibilities	<p>The Medical Doctors sought for the position will be tasked to perform the following, among other related activities:</p> <ul style="list-style-type: none"> a) Policy and/or technical writing; b) Policy Review; c) Performs complete staff work in the preparation and drafting of policy, reports, memoranda, correspondences and other documents relevant to policy crafting and communication; d) Represent the Corporation in matters concerned with PhilHealth Plus; e) Perform Networking and Health Care Facilities (HCF) engagement; and f) Perform other tasks as instructed by the Head of PhilHealth Plus.