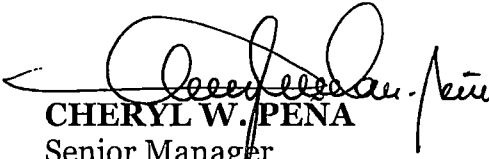


09 May 2025

HRD MEMORANDUM

No. 2025-05-064

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PENA
Senior Manager
Human Resource Department

SUBJECT : Notice of Vacancies (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 22, 2025**. **Applications sent to other HR email addresses shall not be considered as valid submission.**

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: Job Grade: Daily Rate: No. of Vacant Positions: Item No.:	Special Investigator III Prosecution Department 11 Php 2,835.66 1 JO-24-HDOFC0031
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: 2 years of relevant experience Training: 8 hours of relevant training
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Provides technical and administrative support to handling lawyers in the conduct of preliminary investigation and evaluation of administrative complaints filed against Health Care Providers (HCPs) and Members; 2. Conducts research/investigation relative to administrative complaints filed against HCPs and Members; 3. Prepares/drafts/review Resolution on administrative complaints filed against HCPs and Members; 4. Performs complete staff work in the preparation and drafting of Formal Charges against HCPs and Members; 5. Perform other tasks that are assigned to a Job Order Contractor as deemed necessary.

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions: Item No.:	Legal Researcher III Prosecution Department 11 Php 2,835.66 1 JO-23-04314
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: 2 years of relevant experience Training: 8 hours of relevant training
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Interprets, reviews, analyzes and identifies applicable laws and case precedents, and ascertains trustworthy materials that could help in the proper and prompt resolution of cases/legal issues filed before the Department/Office; 2. Gathers and analyzes facts and documentary evidence necessary/required in the preparation, filing and proper disposition of cases; 3. Drafts complex legal documents such as Legal Opinions, Investigation Reports, Orders, Resolutions, Comments, Motion for Reconsideration, Appeals, Position Papers and Case Briefers for review and approval of the immediate Supervisor; 4. Reviews Circulars, Corporate Orders and other corporate issuance or rules of procedure and drafts legal comments and/or give recommendation when necessary, for the approval of the immediate supervisor; 5. Reviews and edits contracts, MOAs, MOUs for its compliance with applicable legal and regulatory requirements for approval of the immediate supervisor and/or Head of the Department/Office; 6. Evaluates status of cases and recommends appropriate action/s; 7. Oversees and guides the Legal Assistant in the preparation/reproduction of the pleadings and annexes to be filed in courts or quasi-judicial bodies in compliance with applicable procedural rules; 8. Reviews and finalizes legal documents such as Summons, Orders, Subpoenas, Directives, Notices, Transcript of Stenographic Notes and other correspondence concerning administrative/legal processes prepared by the Legal Assistants; 9. Drafts Orders, Notices and Minutes of Meetings/Hearings as Lead Secretariat in Ad Hoc Committees;

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| | <ol style="list-style-type: none">10. Collaborates with other departments regarding case background including difficult or sensitive information and reports the same to the immediate Supervisor;11. Supports the lawyers during hearings particularly in the marking of evidence/exhibits and takes note of important discussions relative to the case heard;12. Conducts and prioritizes different research activities, legal tasks and assignments;13. Guides colleagues with less experience;14. Prepares/recommends comprehensive legal research schedules and sets deadlines for the achievement of objectives and targets; and15. Perform other related duties and responsibilities that may be assigned or required. |
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