

Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

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PhilHealth@24:
Tungo sa Kalusugan
Para sa Lahat

February 18, 2019

CORPORATE MEMORANDUM

No. 12019-2019

TO : ALL INTERESTED APPLICANTS

FROM : **ROY B. FERRER, M.D., MSc.**
Acting President and Chief Executive Officer (CEO)

SUBJECT : Notice of Vacant First and Second Level Positions (Rank & File)

Attached is the list of vacant first and second level positions (rank & file) in the Corporation with the corresponding item number, salary grade and qualification standards for filling-in. Said positions are also published in the CSC website at <http://ncr.csc.gov.ph> in compliance to CSC MC No. 14, s. 2018 regarding Omnibus Rules on Appointments and Other Human Resource Action, Revised July 2018.

Qualified applicants are advised to submit the following requirements¹ to the concerned offices until MAR 14 2019:

Internal Applicant:

1. Application Form;
2. Fully Accomplished Personal Data Sheet (PDS) or CS Form No. 212, Revised 2017; and
3. Work Experience Sheet (WES)

External Applicant:

1. Application Form;
2. Fully Accomplished Personal Data Sheet (PDS) or CS Form No. 212, Revised 2017;
3. Work Experience Sheet (WES);
4. Performance Rating in the Present Position for 1 year (for applicants with work experience);
5. Photocopy of Certificate of Eligibility/rating/license;
6. Photocopy of Transcript of Records, Certificate of Employment/Service Record, training certificates;
7. Sworn Declaration/Identification of Relatives Form;
8. Certification of No Conflict of Interest Form; and
9. Non-disclosure Agreement Form.

Previous applicants are required to submit updated application documents (PDS, WES, among others), otherwise, evaluation of qualifications shall be based on previously submitted documents.

Only applications submitted with complete documents shall be considered for evaluation. After such period, no applications shall be entertained.

You may contact HRD at (02) 441-7442 local 7524 for queries on matters not covered by this advisory.

¹ Download forms at https://www.philhealth.gov.ph/about_us/vacancies/

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Date: 3/14/19

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE CENTRAL OFFICE

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Fiscal Controller I	32-01-0005	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Comptrollership Department	Under general supervision, the Fiscal Controller I is responsible for the maintenance of an updated/systematic file of remittances, memoranda and other necessary documents. He/she shall also provide administrative support to the Fiscal Controller III and other superior to ensure that he/she can effectively and efficiently discharge their functions as officials of the Fiscal Management Team.
2	Information Technology Officer III (repubication)	57-03-0001	24	83,406	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	Accountability, Conflict and Crisis Management, Creative Thinking and Innovation, Critical and Systematic Thinking, Environment Acumen/Political Sensitivity, Flexibility and Resilience, Judgement, Leadership, Management, and Organizational Communication	Corporate Information Security Department	Within guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation and relevant government regulations, the Information Technology Officer II shall assist in planning, directing, supervising, coordinating and controlling the activities of the division in the accomplishment of the following: - Develop ICT strategic and operational plans, policies, standards, guidelines, procedures, and monitoring tools; - Ensuring the timely completion of information system projects and compliance with policies, standards and budgetary requirements; - Conduct of research in forefront and diverse high performance computing and ICT infrastructure; - Providing ICT inputs in the development and standardization of corporate forms; - Set standards and specifications for IT services, systems, hardware and software procurement and maintenance contracts in coordination with concerned units.
3	Clerk III (repubication)	20-03-0022	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Fact-Finding, Investigation and Enforcement Department	Under general supervision, the Clerk III shall be responsible in performing a variety of administrative duties in the discharge of the official functions of the division/office/department.
4	Clerk III (repubication)	20-03-0002	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Internal Audit Group	Under general supervision, the Clerk III, Internal Audit Group shall be responsible for performing a variety of administrative duties in the discharge of the official functions of the office.

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LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE CENTRAL OFFICE

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
5	Project Development Officer IV	46-04-0001	22	65,319	Bachelor's degree relevant to the job	16 hours of relevant training	3 years relevant experience	Career Service (Professional)/ Second Level Eligibility		International & Local Engagement Department	The Project Development Officer IV shall be assisting the Division Chief IV in supervising of staff under International Relations Divisions on establishing and sustaining strong cooperation with foreign partner agencies.
6	Division Chief IV (republication)	07-00-0004	24	83,406	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	Accountability, Conflict and Crisis Management, Creative Thinking and Innovation, Critical and Systematic Thinking, Environment Acumen/Political Sensitivity, Flexibility and Resilience, Judgement, Leadership, Management, and Organizational Communication	International & Local Engagement Department	The Division Chief IV shall be responsible for the planning, directing, controlling and supervising of staff under International Relations Divisions on establishing and sustaining strong cooperation with foreign partner agencies.
7	Social Insurance Assistant I (republication)	51-01-0017	8	16,758	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Marketing and Collections Department (to be assigned in MMG Formal Sector)	Under general supervision, the Social Insurance Assistant I shall provide general non-technical assistance in the development and monitoring of projects under marketing and collection department
8	Social Insurance Specialist	49-01-0021	15	30,531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Member Management Group (to be assigned to the Corporate Affairs Group-Creative Arts and Design Team)	Under general supervision, the Social Insurance Specialist shall handle specific project/s to cover in the conduct of various researches or to monitor. Additional preference: knowledgeable in Adobe Creative Suite Software (In-design, Photoshop, Illustrator, Premier, After Effects, etc.)
9	Senior Social Insurance Specialist (republication)	49-02-0009	18	40,637	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Member Management Group (to be assigned to the Corporate Affairs Group-Creative Arts and Design Team)	Under general supervision, the Senior Social Insurance Specialist shall head the team assigned to develop and monitor a specific project/s in any of the following NHIP processes: marketing, collection, member relations, benefit availment. Additional preference: knowledgeable in Adobe Creative Suite Software (In-design, Photoshop, Illustrator, Premier, After Effects, etc.)

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LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE CENTRAL OFFICE

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
10	Senior Social Insurance Officer (republishation)	48-05-0004	18	40,837	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Office of the Area Vice President for NCR and South Luzon	Under general supervision, the Senior Social Insurance Officer shall be responsible for the supervision of day-to-day implementation activities of PRO projects and ensure effectiveness and efficiency in its administration.
11	Chief Auditing Systems Specialist (republishation)	13-05-0001	24	83,406	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	Accountability, Conflict and Crisis Management, Creative Thinking and Innovation, Critical and Systematic Thinking, Environment Acumen/Political Sensitivity, Flexibility and Resilience, Judgement, Leadership, Management, and Organizational Communication	Operations Audit Department	Under general supervision, the Chief Auditing Systems Specialist of the Operations Audit Department is responsible for supervising the conduct of review and appraisal, for adequacy and compliance with standards and controls, of the utilization of facilities, procedures, documents and all other records and evidences of operational transactions in the Corporation.
12	Auditing Systems Specialist I	13-01-0005	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Operations Audit Department	Under general supervision, the Auditing Systems Specialist I of the Operations Audit Department performs simple and routine professional internal auditing and other related work.
13	Administrative Assistant (republishation)	15-03-0101	8	16,758	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Organization and Systems Development Office	Under general supervision, the Administrative Assistant assists in performing a variety of administrative duties in the discharge of the official functions of the department.
14	Social Insurance Assistant I (republishation)	51-01-0009	8	16,758	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Overseas Filipino Program	Under general supervision, the Social Insurance Assistant I shall provide assistance in the preparation of documents for membership enrollment/ registration, distribution of information materials, screening of benefit payment claims and application for accreditation of Professional Healthcare Providers.
15	Social Insurance Officer III (republishation)	48-03-0001	15	30,531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Overseas Filipino Program	Under general supervision, the Social Insurance Officer III shall handle specific project/s or account/s covering any of the following areas: membership and marketing, accreditation of institutional and professional healthcare providers, collection management and benefit payment.

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LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE CENTRAL OFFICE

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
16	Social Insurance Specialist	49-01-0012	15	30,531	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Overseas Filipino Program	Under general supervision, the Social Insurance Specialist shall be responsible for the conduct of project development and monitoring activities involving non-major projects under the Overseas Filipino Program. He/she shall likewise take active participation in the development and monitoring of major projects under the direct supervision of the concerned Project Head.
17	Senior Social Insurance Officer (repubication)	48-05-0001	18	40,637	Bachelor's degree relevant to the job	2 years relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Overseas Filipino Program	Under general supervision, the Senior Social Insurance Officer shall provide services as team leader managing specific account/s in any of the following areas: membership and marketing, accreditation of institutional and professional healthcare providers, collection management and benefit payment
18	Social Insurance Officer I (repubication)	48-01-0002	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Overseas Filipino Program (to be assigned at Social Health Insurance Academy)	Under general supervision, the Social Insurance Officer I shall provide assistance in any of the following areas: a) marketing/advocacy; b) screening and validation of membership application/ amendment forms; c) monitoring of accounts of small to medium sized agencies; d) computation of benefit (performance standards less than SIOII); and e) accreditation of health care professionals and health care providers (less problematic case).
19	Social Insurance Assistant I (repubication)	51-01-0016	8	16,758	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Overseas Filipino Program (to be assigned at PRO NCR)	Under general supervision, the Social Insurance Assistant I shall provide assistance in the preparation of documents for membership enrollment/ registration, distribution of information materials, screening of benefit payment claims and application for accreditation of Professional Healthcare Providers.
20	Mechanic II (repubication)	19-02-0001	6	14,847	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Mechanic (MC 11, s. 96 - Cat. I)		Physical Resources and Infrastructure Department	Under general supervision, the Mechanic II shall be responsible for checking, repairing, tuning up and changing of defective parts of the government vehicles as well as transporting PhilHealth personnel to and from their official designation.

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LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE CENTRAL OFFICE

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
21	Clerk III (replication)	20-03-0026	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Standards and Monitoring Department	Under general supervision, the Clerk III shall be responsible in performing a variety of administrative duties in the discharge of the official functions of the division/office/department.
22	Senior Social Insurance Specialist (replication)	49-02-0014	18	40,637	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Standards and Monitoring Department	Under general supervision, the Senior Social Insurance Specialist shall assist in formulating and implementation of quality assurance and accreditation policies for professional Health Care Providers and in conducting related studies and researches that shall ensure quality service from accredited Health Care Providers.
23	Senior Social Insurance Specialist (replication)	49-02-0015	18	40,637	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Standards and Monitoring Department	Under general supervision, the Senior Social Insurance Specialist shall assist in formulating and implementation of quality assurance and accreditation policies for professional Health Care Providers and in conducting related studies and researches that shall ensure quality service from accredited Health Care Providers.
24	Medical Specialist III (replication)	41-02-0012	23	73,811	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		Standards and Monitoring Department	Under general supervision, the Medical Specialist III shall assist in developing quality assurance and accreditation policies and in conducting related studies and researches.
25	Medical Specialist III (replication)	41-02-0010	23	73,811	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		Standards and Monitoring Department	Under general supervision, the Medical Specialist III shall assist in developing quality assurance and accreditation policies and in conducting related studies and researches.
26	Fiscal Examiner A (replication)	33-01-0008	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Treasury Department	Under general supervision, the Fiscal Examiner A shall conduct reconciliation of all collection transaction. He/she shall provide assistance to the Fiscal Controller II to ensure that he/she can effectively and efficiently discharge his/her functions as official of the Remittance Unit.

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Qualified applicants are advised to send their complete application documents at the Human Resource Department, Room 1509 CityState Centre Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City or at email address recruitment@philhealth.gov.ph

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE I

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Attorney IV	25-04-0005	23	73,811	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office I	Under general supervision, the Attorney IV shall provide legal support to the Assistant Vice President in all transactions and activities engaged in by the PRO.
2	Social Insurance Assistant II	51-02-0046	10	19,233	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office I	Under general supervision, the Social Insurance Assistant II shall provide assistance in the packaging and distribution of IEC material, screening of membership forms/collection reports
3	Social Insurance Assistant II	51-02-0048	10	19,233	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office I	Under general supervision, the Social Insurance Assistant II shall provide assistance in the packaging and distribution of IEC material, screening of membership forms/collection reports

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office I, EMDC Bldg., Sec. Francisco Q. Duque Jr. Road, Tapuac District, Dagupan City or at email address gomez@sphilhealth.gov.ph

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LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE II

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Social Insurance Officer III	48-03-0067	15	30,531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional		PhilHealth Regional Office II	Under general supervision, the Social Insurance Officer III shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of medium-sized organized groups/private and government agencies; and b) review of benefit payment computation.
2	Social Insurance Assistant I	51-01-0123	8	16,758	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-professional		PhilHealth Regional Office II	Under general supervision, the Social Insurance Assistant I shall provide services in the receiving/screening of membership forms, receiving and screening of claims and distribution of IEC materials.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office II, The Builder's Place, Del Rosario, Tuguegarao City or at email address hrhead.pro2@philhealth.gov.ph

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LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE III

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Clerk III (republishation)	20-03-0066	6	14,847	Completion of two years studies in college	none required	none required	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office III	Under general supervision, the Clerk III shall be responsible for performing a variety of administrative duties in the discharge of the official functions of the Office.
2	Fiscal Controller I (republishation)	32-01-0057	11	20,754	Bachelors' degree relevant to the job	none required	none required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office III-A	Under general supervision, the Fiscal Controller I shall provide services on pre-audit/review of financial documents/reports, review of budget proposals and utilization, preparation of checks and cash reports.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office III, PhilHealth Bldg., Lazatin Blvd., Dolores, City of San Fernando, Pampanga or at email address guintof@philhealth.gov.ph

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LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE IV-A

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Fiscal Controller II	32-02-0037	15	30,531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IV-A	Under general supervision, the Fiscal Controller II shall provide assistance in billing and collections functions, financial reporting and cash management.
2	Senior Social Insurance Officer	48-05-0020	18	40,637	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IV-A	Under general supervision, the Senior Social Insurance Officer shall be responsible for providing critical technical function in any of the following areas: a) member management; b) benefit monitoring; c) collection management; and d) accreditation and quality assurance.
3	Administrative Officer I	16-01-0039	11	20,754	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IV-A	Under general supervision, the Administrative Officer I shall be responsible for the records management function in the PRO-Branch.
4	Social Insurance Assistant II	51-02-0067	10	19,233	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office IV-A	Under general supervision, the Social Insurance Assistant II shall provide assistance in the packaging and distribution of IEC material, screening of membership forms/collection reports

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office IV-A, Lucena Grand Central Terminal, Ilayang Dupay, Lucena City or at email address hrd.pro4A@philhealth.gov.ph

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LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE NCR

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Clerk III	20-03-0050	6	14,847	Completion of two years studies in college	None required	None required	CS Sub-Professional / First Level Eligibility		PhilHealth Regional Office NCR	Under general supervision, the Clerk III shall be responsible for performing a variety of administrative duties in the discharge of the official functions of the Office.
2	Social Insurance Officer III	48-03-0026	15	30,531	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional) / Second Level Eligibility		PhilHealth Regional Office NCR - Central Branch	Under general supervision, the Social Insurance Officer III shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of medium-sized organized groups/private and government agencies; and b) review of benefit payment computation.
3	Social Insurance Assistant I	51-01-0050	8	16,758	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	CS Sub-Professional / First Level Eligibility	Preferably with at least one (1) year experience at the Benefit Administration Section	PhilHealth Regional Office NCR - Central Branch	Under general supervision, the Social Insurance Assistant I shall provide services in the receiving/screening of membership forms, receiving and screening of claims and distribution of IEC materials.
4	Medical Specialist III (republlication)	41-02-0025	23	73,811	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office NCR - North Branch	Under general supervision, the Medical Specialist III shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers
5	Chief Social Insurance Officer (republlication)	48-06-0046	22	65,319	Bachelor's degree relevant to the job	24 hours of relevant training	4years relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office NCR - North Branch	Under general supervision, the Chief Social Insurance Officer shall be responsible for the supervision of program implementation in membership management and/or collection/contribution management.
6	Social Insurance Assistant I	51-01-0016	8	16,758	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	CS Sub-Professional / First Level Eligibility		PhilHealth Regional Office NCR - North Branch	Under general supervision, the Social Insurance Assistant I shall provide services in the receiving/screening of membership forms, receiving and screening of claims and distribution of IEC materials.
7	Social Insurance Assistant II	51-02-0005	10	19,233	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	CS Sub-Professional / First Level Eligibility		PhilHealth Regional Office NCR - North Branch	Under general supervision, the Social Insurance Assistant II shall provide assistance in the packaging and distribution of IEC material, screening of membership forms/collection reports

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office NCR, VCP Bldg., 68 Kalayaan Ave., Teachers Village West, Quezon City or at email address florentinob@philhealth.gov.ph or PRNCR-HR@philhealth.gov.ph

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LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE I

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Attorney IV	25-04-0005	23	73,811	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office I	Under general supervision, the Attorney IV shall provide legal support to the Assistant Vice President in all transactions and activities engaged in by the PRO.
2	Social Insurance Assistant II	51-02-0046	10	19,233	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office I	Under general supervision, the Social Insurance Assistant II shall provide assistance in the packaging and distribution of IEC material, screening of membership forms/collection reports
3	Social Insurance Assistant II	51-02-0048	10	19,233	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office I	Under general supervision, the Social Insurance Assistant II shall provide assistance in the packaging and distribution of IEC material, screening of membership forms/collection reports

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office I, EMDC Bldg., Sec. Francisco Q. Duque Jr. Road, Tapuac District, Dagupan City or at email address gomez@sphilhealth.gov.ph

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LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE II

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Social Insurance Officer III	48-03-0067	15	30,531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional		PhilHealth Regional Office II	Under general supervision, the Social Insurance Officer III shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of medium-sized organized groups/private and government agencies; and b) review of benefit payment computation.
2	Social Insurance Assistant I	51-01-0123	8	16,758	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-professional		PhilHealth Regional Office II	Under general supervision, the Social Insurance Assistant I shall provide services in the receiving/screening of membership forms, receiving and screening of claims and distribution of IEC materials.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office II, The Builder's Place, Del Rosario, Tuguegarao City or at email address hrhead.pro2@philhealth.gov.ph

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LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE III

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Clerk III (republication)	20-03-0066	6	14,847	Completion of two years studies in college	none required	none required	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office III	Under general supervision, the Clerk III shall be responsible for performing a variety of administrative duties in the discharge of the official functions of the Office.
2	Fiscal Controller I (republication)	32-01-0057	11	20,754	Bachelors' degree relevant to the job	none required	none required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office III-A	Under general supervision, the Fiscal Controller I shall provide services on pre-audit/review of financial documents/reports, review of budget proposals and utilization, preparation of checks and cash reports.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office III, PhilHealth Bldg., Lazatin Blvd., Dolores, City of San Fernando, Pampanga or at email address guintof@philhealth.gov.ph

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LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE IV-A

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Fiscal Controller II	32-02-0037	15	30,531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IV-A	Under general supervision, the Fiscal Controller II shall provide assistance in billing and collections functions, financial reporting and cash management.
2	Senior Social Insurance Officer	48-05-0020	18	40,637	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IV-A	Under general supervision, the Senior Social Insurance Officer shall be responsible for providing critical technical function in any of the following areas: a) member management; b) benefit monitoring; c) collection management; and d) accreditation and quality assurance.
3	Administrative Officer I	16-01-0039	11	20,754	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IV-A	Under general supervision, the Administrative Officer I shall be responsible for the records management function in the PRO-Branch.
4	Social Insurance Assistant II	51-02-0067	10	19,233	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office IV-A	Under general supervision, the Social Insurance Assistant II shall provide assistance in the packaging and distribution of IEC material, screening of membership forms/collection reports

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office IV-A, Lucena Grand Central Terminal, Ilayang Dupay, Lucena City or at email address hrd.pro4A@philhealth.gov.ph

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LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE NCR

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Clerk III	20-03-0050	6	14,847	Completion of two years studies in college	None required	None required	CS Sub-Professional / First Level Eligibility		PhilHealth Regional Office NCR	Under general supervision, the Clerk III shall be responsible for performing a variety of administrative duties in the discharge of the official functions of the Office.
2	Social Insurance Officer III	48-03-0026	15	30,531	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional) / Second Level Eligibility		PhilHealth Regional Office NCR - Central Branch	Under general supervision, the Social Insurance Officer III shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of medium-sized organized groups/private and government agencies; and b) review of benefit payment computation.
3	Social Insurance Assistant I	51-01-0050	8	16,758	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	CS Sub-Professional / First Level Eligibility	Preferably with at least one (1) year experience at the Benefit Administration Section	PhilHealth Regional Office NCR - Central Branch	Under general supervision, the Social Insurance Assistant I shall provide services in the receiving/screening of membership forms, receiving and screening of claims and distribution of IEC materials.
4	Medical Specialist III (republication)	41-02-0025	23	73,811	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office NCR - North Branch	Under general supervision, the Medical Specialist III shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers
5	Chief Social Insurance Officer (republication)	48-06-0046	22	65,319	Bachelor's degree relevant to the job	24 hours of relevant training	4years relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office NCR - North Branch	Under general supervision, the Chief Social Insurance Officer shall be responsible for the supervision of program implementation in membership management and/or collection/contribution management.
6	Social Insurance Assistant I	51-01-0016	8	16,758	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	CS Sub-Professional / First Level Eligibility		PhilHealth Regional Office NCR - North Branch	Under general supervision, the Social Insurance Assistant I shall provide services in the receiving/screening of membership forms, receiving and screening of claims and distribution of IEC materials.
7	Social Insurance Assistant II	51-02-0005	10	19,233	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	CS Sub-Professional / First Level Eligibility		PhilHealth Regional Office NCR - North Branch	Under general supervision, the Social Insurance Assistant II shall provide assistance in the packaging and distribution of IEC material, screening of membership forms/collection reports

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office NCR, VCP Bldg., 68 Kalayaan Ave., Teachers Village West, Quezon City or at email address florentinob@philhealth.gov.ph or PRNCR-HR@philhealth.gov.ph

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