



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

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www.philhealth.gov.ph



PhilHealth@24:
Tungo sa Kalusugan
Para sa Lahat

March 6, 2019

CORPORATE MEMORANDUM

No. 2019-0019

TO : ALL INTERESTED APPLICANTS

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

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 APR 26 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.

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

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Date: 4/12/19

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

No.	Position Title	Plant/Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Computer Maintenance Technologist-III	56-03-0001	17	36,942	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility		Information Technology Management Department	Under general supervision, the Computer Maintenance Technologist II of the ICT Planning, Policy and Standards Division shall assist in defining, analyzing, getting new/ or improved ICT strategic plans, policies, standards, guidelines, procedures and monitoring tools.
2	Clerk III (Republication)	20-03-0044	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility		Member Management Group	Under general supervision, the Clerk III shall be responsible for performing a variety of clerical duties in the discharge of the official functions of the Office.
3	Planning Officer II	53-02-0001	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		Corporate Planning Department	Under general supervision, Planning Officer II shall assist in activities of the division that facilitate the conduct of policy and operations researches, management of the corporate knowledge resource center and implementation of performance management and reporting system.
4	Medical Specialist I (Republication)	40-04-0001	21	57,805	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		Protest and Appeals Review Department	Under general supervision, assist in the review of adequacy and compliance of claims appealed by accredited providers and beneficiaries with regard to the requirements of appealed claims.
5	Social Insurance Specialist	49-01-0002	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		Protest and Appeals Review Department	Under general supervision, the Social Insurance Specialist is responsible for the review of payments to providers or beneficiaries or notices for denied claims, as the case may be. Also responsible for ensuring that the required approvals are solicited to facilitate the preparation of cheques or denial notices.
6	Human Resource Management Assistant	21-01-0002	8	16,758	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional) First Level Eligibility		Human Resource Department	Under general supervision, the Human Resource Management Assistant shall provide general non-technical HR services particularly in the areas of 201 file maintenance, attendance monitoring, leave administration, loans processing, conduct of trainings/seminars and performance management.

Qualified applicants are advised to send their complete application documents at the PhilHealth Central Office 709 CityState Centre Shaw Blvd., 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 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	Chief Social Insurance Officer	48-06-0006	22	85319	Bachelor's degree relevant to the job	24 hours of relevant training	4 years relevant experience	CS 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.
2	Chief Social Insurance Officer	48-06-0045	22	85319	Bachelor's degree relevant to the job	24 hours of relevant training	4 years relevant experience	CS Professional / Second Level Eligibility		Manila Service Office (Branch PMAC)	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.
3	Social Insurance Officer I	48-01-0042	11	20,754	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second Level Eligibility		Kalookan Service Office	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 SIO II); and e) accreditation of health care professionals and health care providers (less problematic case).
4	Social Insurance Officer I	48-01-0036	11	20,754	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second Level Eligibility		PhilHealth Regional Office NCR North Branch	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 SIO II); and e) accreditation of health care professionals and health care providers (less problematic case).
5	Social Insurance Officer III	48-03-0003	15	30,531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	CS Professional / Second Level Eligibility	Preferably with a Certificate of Training in PhilHealth Benchbook and PhilHealth Accreditation	PhilHealth Regional Office NCR	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.

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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

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

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 Assistant II	51-02-0036	10	19,233	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office CAR	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 CAR, SN Oriental Traders Building, No. 19 Leonard Wood Road, Baguio City or at email address hr.procar@philhealth.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 Assistant I	51-01-0118	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		LHIO Santiago - 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 hr.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	Social Insurance Officer III	48-03-0077	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		LHIO Olangapo - PhilHealth Regional Office III-A	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.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office III, PhilHealth Building, Lazatin Blvd, Dolores, City of San Fernando, Pampanga or at email address hr.pro3a@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 I	32-01-0069	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		LHIO Trece Martires - PhilHealth Regional Office IV-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.
2	Social Insurance Officer II	48-02-0044	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IV-A	Under general supervision, the Social Insurance Officer II shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of small-sized organized groups/private and government agencies; b) benefit payment computation; and member data management.
3	Fiscal Controller IV	32-04-0006	22	65,319	Bachelor's degree relevant to the job	16 hours of relevant training	3 years relevant experience	RA1080 (CPA)		PhilHealth Regional Office IV-A	Under general supervision, the Fiscal Controller IV shall perform responsible jobs in financial control and reporting in the PRO.
4	Attorney IV (republication)	25-04-0008	23	73,811	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA1080		PhilHealth Regional Office IV-A	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.

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 hr.pro4a@philhealth.gov.ph

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

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	48-03-0100	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 V	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	51-01-0160	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		LHIO Camarines Sur - PhilHealth Regional Office V	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 V, ANST 3 Bldg., Alternate Road, Legaspi City or at email address hr.pro5@philhealth.gov.ph

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

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 (republication)	32-01-0078	11	20,754	Bachelor's degree relevant to the job	None required	None required	CS Professional / First Level Eligibility		Iloilo Service Office	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 VI, Gaisano Capital Bldg., Luna St., La Paz, Iloilo City or at email address hr.pro6@philhealth.gov.ph

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

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	Medical Specialist IV (republishation)	41-03-0018	24	83406	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080		PhilHealth Regional Office VII	Under general supervision, the Medical Specialist IV shall be responsible for ensuring the delivery of health care services to NHIP covering, accreditation and quality assurance and claims processing.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office VII, 9TH Floor, The Golden Peak Hotel & Suites, Gorordo Ave. cor. Escario St., Cebu City or at email address hr.pro7@philhealth.gov.ph

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

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	Administrative Officer III	16-03-0016	18	40,637	Bachelor's degree	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office VIII	Under general supervision, the Administrative Officer III shall be responsible for the implementation of the physical infrastructure management program in the PRO.
2	Social Insurance Officer III	48-03-0124	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		Tacloban Service Office	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 Officer II	48-02-0095	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Borongan Service Office	Under general supervision, the Social Insurance Officer II shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of small-sized organized groups/private and government agencies; b) benefit payment computation; and member data management.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office VIII, 2/F PhilHealth Bldg. 2, P. Burgos St., Tacloban City or at email address hr.pro8@philhealth.gov.ph

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

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	20-03-0098	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/ First Level Eligibility		PhilHealth Regional Office IX	Under general supervision, the Clerk III shall be responsible for performing a variety of clerical duties in the discharge of the official functions of the Office.
2	Administrative Officer III	16-03-0017	18	40,637	Bachelor's Degree	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IX	Under general supervision, the Administrative Officer III shall be responsible for the implementation of the following physical infrastructure management program in the PRO:
3	Fiscal Clerk III	31-03-0048	8	16,758	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional)/ First Level Eligibility		PhilHealth Regional Office IX	Under general supervision, the Fiscal Clerk III shall provide assistance in checks review, preparation of collection reports and other clerical works.
4	Information Systems Analyst I	55-01-0006	12	22,938	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IX	Under general supervision of the ITO II, the IAS I shall assist in the design/development and maintenance/enhancement of simple types of information systems/programs that will help facilitate completion of PRO transactions in the most efficient, effective and economical way

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office IX, BGIDC Bldg., Gov. Lim. Ave. Zamboanga City or at email address hr.pro9@philhealth.gov.ph

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Date: 4/6/19

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

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 DC:	25-04-0015	23	73,811	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office X	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	Human Resource Management Officer III (republication)	22-03-0015	18	40,637	Bachelor's Degree	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office X	Under general supervision, the HRM Officer III shall be responsible for the implementation of the human resource management and development program in the PRO consistent with the corporate HR policies, strategies and plans.
3	Administrative Officer II (republication)	16-02-0023	15	30,531	Bachelor's degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office X	Under general supervision, the Administrative Officer II shall be responsible for the implementation of plans/programs pertaining to procurement, supply and property management in the PRO.
4	Human Resource Management Officer I (republication)	22-01-0020	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office X	Under general supervision, the HRM Officer I shall provide administrative support in the conduct of programs and activities in the HR PRO consistent with the corporate HR policies, strategies and plans.
5	Administrative Officer I (republication)	16-01-0065	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office X	Under general supervision, the Administrative Officer I shall be responsible for the records management function in the PRO.
6	Social Insurance Assistant II (republication)	51-02-0137	10	19,233	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	Career Service (Sub-Professional)/ First Level Eligibility		Iligan Service Office	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
7	Financial Planning Assistant B (republication)	34-02-0017	10	19,233	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	Career Service (Sub-Professional)/ First Level Eligibility		PhilHealth Regional Office X	Under general supervision, the Financial Planning Assistant B shall provide assistance in the preparation of accounting reports and recording of financial transactions.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office X, 8th Flr., Gateway Tower 2 Limketkai Centre, Lapan Highway, Cagayan De Oro City or at email address hr.pro10@philhealth.gov.ph

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

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	Division Chief IV	07-00-0046	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	PhilHealth Regional Office XI	Under general supervision, the Division Chief IV shall be responsible for providing assistance to the Assistant Vice President in planning, organizing, leading and controlling the projects pertaining to financial management, human resource management and physical infrastructure.
2	Medical Specialist IV (republishation)	41-03-0026	24	83,406	Doctor of Medicine	2 years relevant experience	8 hours of relevant training	RA 1080		PhilHealth Regional Office XI	Under general supervision, the Medical Specialist IV shall be responsible for ensuring the delivery of health care services to NHIP covering, accreditation and quality assurance and claims processing.
3	Attorney IV (republishation)	25-04-0016	23	73,811	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080		PhilHealth Regional Office XI	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.
4	Chief Social Insurance Officer (republishation)	48-06-0037	22	65,319	Bachelor's degree relevant to the job	24 hours of relevant training	4 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office XI	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.
5	Medical Specialist I (republishation)	40-04-0033	21	57,805	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		PhilHealth Regional Office XI	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers
6	Medical Specialist I (republishation)	40-04-0032	21	57,805	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		PhilHealth Regional Office XI	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers
7	Medical Specialist I (republishation)	40-04-0029	21	57,805	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		PhilHealth Regional Office XI	Under general supervision, the Medical Officer IV shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers
8	Human Resource Management Officer III (republishation)	22-03-0016	18	40,637	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office XI	Under general supervision, the HRM Officer III shall be responsible for the implementation of the human resource management and development program in the PRO consistent with the corporate HR policies, strategies and plans.

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

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
9	Social Insurance Officer III (republiation)	48-03-0144	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 XI	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.
10	Social Insurance Officer III (republiation)	48-03-0150	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		Tagum Service Office	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.
11	Special Investigator II (republiation)	28-02-0011	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 XI	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.
12	Fiscal Examiner A (republiation)	33-01-0068	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office XI	Under general supervision, the Fiscal Examiner A shall perform various finance-related jobs.
13	Administrative Officer I (republiation)	16-01-0067	11	20,754	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office XI	Under general supervision, the Administrative Officer I shall be responsible for the records management function in the PRO.
14	Fiscal Controller I	32-01-0117	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Digos Service Office	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.
15	Social Insurance Officer I (republiation)	48-01-0221	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office XI	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 SIO II); and e) accreditation of health care professionals and health care providers (less problematic case).

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

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 Officer I (republication)	48-01-0216	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office XI	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 SIO II); and e) accreditation of health care professionals and health care providers (less problematic case).
17	Social Insurance Officer I (republication)	48-01-0226	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Tortl Service Office	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 SIO II); and e) accreditation of health care professionals and health care providers (less problematic case).
18	Fiscal Clerk III (republication)	31-03-0056	8	16,758	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional)/ First Level Eligibility		PhilHealth Regional Office XI	Under general supervision, the Fiscal Clerk III shall provide assistance in checks review, preparation of collection reports and other clerical works.
19	Social Insurance Assistant I (republication)	51-01-0261	8	16,758	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional)/ First Level Eligibility		PhilHealth Regional Office XI	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.
20	Clerk III	20-03-0105	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/ First Level Eligibility		PhilHealth Regional Office XI	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.
21	Clerk III (republication)	20-03-0106	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/ First Level Eligibility		PhilHealth Regional Office XI	Under general supervision, the Clerk III shall be responsible for performing a variety of clerical duties in the discharge of the official functions of the Office.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office XI, Valgo and Sons Bldg., Bolton Ext., Davao City or at email address hr.pro11@philhealth.gov.ph

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

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	Administrative Officer III	16-03-0021	18	40,637	Bachelor's degree	8 hours of relevant training	2 year relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office CARAGA	Under general supervision, the Administrative Officer III shall be responsible for the implementation of the physical infrastructure management program in the PRO.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office CARAGA, 766 Lynzee's Bldg., J. Rosales Ave., Butuan City or at email address hr.procaraga@philhealth.gov.ph

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

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	Chief Social Insurance Officer (republishion)	48-06-0132	22	65,319	Bachelor's degree relevant to the job	24 hours of relevant training	4 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office XII	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.
2	Medical Specialist I	40-04-0035	21	57,805	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080		PhilHealth Regional Office XII	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers.
3	Social Insurance Officer I (republishion)	48-01-0232	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office XII	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 SIO II); and e) accreditation of health care professionals and health care providers (less problematic case).
4	Social Insurance Assistant II	51-02-0158	10	19,233	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-Professional)/ First Level Eligibility		PhilHealth Regional Office XII	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.
5	Social Insurance Assistant II (republishion)	51-02-0158	10	19,233	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-Professional)/ First Level Eligibility		PhilHealth Regional Office XII	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 XII, CSA I Building cor Zulueta St., General Santos Drive, City of Koronada, South Cotabato or at email address bismare@philhealth.gov.ph

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