



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

Citystate Centre, 709 Shaw Boulevard, Pasig City
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www.philhealth.gov.ph



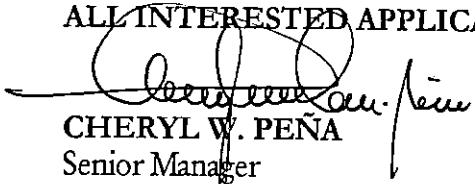
UNIVERSAL HEALTH CARE
KALUSUGAN AT KALINDA PARA SA LAHAT

November 24, 2021

HRD MEMORANDUM

No. 2021- 11-065

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PEÑA
Senior Manager
Human Resource Department

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 that are authorized to be filled. Said notice was also published in the CSC website at <http://ncr.csc.gov.ph> in compliance with CSC MC No. 14, s. 2018 on the Omnibus Rules on Appointments and Other Human Resource Action, as Revised July 2018 and PhilHealth's Merit Selection Plan (MSP)¹.

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/PRO HRU shall prepare a 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 submit the following requirements² to the concerned offices until DEC 07 2021 :

Internal Applicant:

1. Application Form;
2. Personal Data Sheet (PDS) CS Form No. 212, Revised 2017 with Work Experience Sheet (WES)

¹ Corporate Order No. 2020-0020

² Download forms at https://www.philhealth.gov.ph/about_us/vacancies/



External Applicant:

1. Application Form;
2. Personal Data Sheet (PDS) or CS Form No. 212, Revised 2017 with Work Experience Sheet (WES);
3. Original copy of authenticated certificate of eligibility/rating/license
 - 3.1 Certificate of Eligibility issued by the CSC or CESB; or
 - 3.2 Valid professional license and certificate of registration issued by PRC/SC for positions involving practice of profession; or
 - 3.3 Professional licenses or Certificate of Registration or Report of Rating issued by PRC/SC for positions not involving practice of profession
 - 3.4 Valid licenses issued by authorized regulatory agencies
4. Certification of last year's Performance Rating in the Present Position (for applicants with work experience);
5. Clearances
 - 5.1 Valid National Bureau of Investigation (NBI) or Police Clearance
 - 5.2 Clearance from Money, Property and Work-related Accountabilities from former office (CS Form No. 7, s.-2017) – if applying from transfer from another government agency/office (to be submitted only upon request of the HRD/HRU)
6. Performance Rating – for a period of one (1) year (as applicable)
7. Certified True Copies of Scholastic Records/Academic Records – such as diploma and transcript of records or certification from the Department of Education (DepEd) and/or Commission on Higher Education (CHED) on the authenticity and equivalency of the subjects/courses taken.
8. Certified True Copies of certificates of Training Attended (applicants who will submit thru email or online shall be required to present the original copies of the documents during the scheduled interview).
9. Sworn Declaration/Identification of Relatives Form;
10. Certification of No Conflict of Interest Form; and
11. Non-disclosure Agreement Form.

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.

These positions shall be processed using the provisions of the PhilHealth's Merit Selection Plan pursuant to Corporate Order No. 2020-0020.

You may contact HRD at (02) 8441-7442 local 7521 or 7522 for queries on matters not covered by this advisory.



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	Division Chief IV (republication)	07-00-0019	24	83,406	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional)/ Second Level Eligibility		Member Management Group (to be assigned in CAG-CADT)	Under general supervision, the Division Chief IV shall be responsible for providing assistance to the Department Manager III in planning, organizing, leading and controlling the projects pertaining to programs and activities of the department/office.
2	Social Insurance Officer III	48-03-0002	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		Special Programs Department (under Member Management Group)	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.

Qualified applicants are advised to send their complete application documents at the Human Resource Department, Room 1507 CityState Centre Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City or at email address recruitment@philhealth.gov.ph until **DEC 07 2021**.

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	Medical Officer VII (republication)	08-00-0020	25	95,083	Doctor of Medicine	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	RA 1080		PhilHealth Regional Office VI	Under general supervision, the Medical Officer VII shall be responsible for ensuring the delivery of health care services to NHIP covering, accreditation and quality assurance and claims processing.
2	Medical Specialist III (republication)	41-02-0051	23	73,811	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office VI	Under general supervision, the Medical Specialist III shall perform either medical evaluation of claims or evaluation of accreditation of health care providers
3	Medical Specialist IV	41-03-0016	24	83,406	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office VI	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.
4	Medical Specialist I (anticipated vacancy)	40-04-0017	21	57,805	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office VI	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office Gaisano Capital City Mall, Luna St., La Paz, Iloilo City or at email address hr.pro6@philhealth.gov.ph until **DEC 07 2021**

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	Clerk III (repubication)	20-03-0110	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office XII	Under general supervision, the Clerk III shall be responsible for proper and timely handling of all incoming and outgoing papers/documents of the Office/Department/Division. He/she shall also maintain systematic filing of documents of the Office/Department/Division.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office XII, CSA I Building Cor. Zulueta Street, General Santos Drive, Koronadal City or at email address hr.pro12@philhealth.gov.ph until **DEC 07 2021**

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	Attorney IV (republication)	25-04-0018	23	73,811	Bachelor of Laws	2 years relevant experience	8 hours of relevant training	RA 1080		PhilHealth Regional Office CARAGA	Under general supervision, the Attorney IV shall provide legal support to the 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 CARAGA, 766 Lynzee's Bldg. Rosales Ave., Butuan City or at email address hr.procaraga@philhealth.gov.ph on or before **DEC 07 2021**