



Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**

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 Call Center: (02) 8441-7442 Trunkline: (02) 8441-7444  
[www.philhealth.gov.ph](http://www.philhealth.gov.ph)



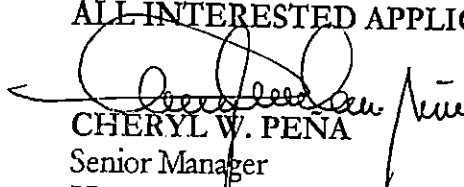
UNIVERSAL HEALTH CARE  
 PANGUNGAPALAN AT KALUSAPAN PARA SA LAHAT

March 16, 2022

**HRD MEMORANDUM**

No. 2022- 03-060

**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)<sup>1</sup>.

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 requirements<sup>2</sup> to the concerned offices until MAR 28 2022 :

**Internal Applicant:**

1. Application Form;
2. Personal Data Sheet (PDS) CS Form No. 212, Revised '2017 with Work Experience Sheet (WES); and
3. Certificate of Performance Rating (latest rating period).

<sup>1</sup> Corporate Order No. 2020-0020

<sup>2</sup> Download forms at [https://www.philhealth.gov.ph/about\\_us/vacancies/](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. 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 latest Performance Rating in the Present Position (for applicants with work experience);
5. 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;
6. 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);
7. Sworn Declaration/Identification of Relatives Form;
8. Certification of No Conflict of Interest Form; and
9. 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 AND 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	Attorney IV (repubication)	25-04-0020	23	73,811	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080		Fact-Finding, Investigation & Enforcement Department	Under general supervision, the Attorney IV assists in the case management related functions of the Fact-Finding Investigation & Enforcement Department, and represents the Corporation in cases filed with outside courts involving erring stakeholders and employees.
2	Planning Officer II (repubication)	53-02-0003	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.
3	Chief Social Insurance Officer (repubication)	48-06-0002	22	65,319	Bachelor's degree relevant to the job	24 hours of relevant training	4 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Office of the First Vice President For The North Luzon & NCR Area	Under general supervision, the Chief 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.
4	Public Relations Officer III	45-03-0003	18	40,637	Bachelor's degree	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Public Affairs Department (Corporate Communication Department)	Under general supervision, the Public Relations Officer III shall be responsible for assisting in the coordination of the conduct of research and development activities on communications strategies and concepts as well as the provision of technical support to operating units on marketing and communications concerns.

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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	Public Relations Officer IV (republishation)	45-04-0003	22	65,319	Bachelor's degree	16 hours of relevant training	3 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Public Affairs Department (Corporate Communication Department)	Under general supervision, the Public Relations Officer IV shall be responsible for coordinating the conduct of research and development activities on communications strategies and concepts as well as the provision of technical support to operating units on marketing and communications concerns.
6	Clerk III	20-03-0047	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Office of the First Vice President For The Mindanao Area	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.
7	Social Insurance Assistant I	51-01-0002	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		Standards and Monitoring Department	Under general supervision, the Social Insurance Assistant I of the Performance Monitoring Division shall perform various administrative functions in the conduct of monitoring activities in the adherence of Health Care Providers to accreditation standards, clinical practice guidelines, and other standards of practice.
8	Fiscal Examiner A	33-01-0010	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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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	Administration Services Assistant C	15-03-0003	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		Operations Audit Department	Under general supervision, the Administration Services Assistant C shall perform a variety of administrative duties in the discharge of the functions of the Department/Office.

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](mailto:recruitment@philhealth.gov.ph) until **MAR 28 2022**

**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND 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	Medical Specialist I	40-04-0003	21	57,805	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office CAR	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 CAR - SN Oriental Traders Building, No. 19 Leonard Wood Road, Baguio City or at email address [hr.procar@philhealth.gov.ph](mailto:hr.procar@philhealth.gov.ph) until **MAR 28, 2022**

**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND 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 I (republication)	48-01-0108	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Tuguegarao City 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).
2	Clerk III	20-03-0063	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office II	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.
3	Social Insurance Assistant I	51-01-0109	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		Aparri Service Office	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	Social Insurance Officer III	48-03-0064	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		Aparri 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.
5	Public Relations Officer B	44-02-0004	13	25,232	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office II	Under general supervision, the Public Relations Officer B shall provide technical assistance in ensuring synergistic implementation of the corporate Communication Plan in the PRO particularly events coordination and physical set-up, newswriting for Corporate newsletter and conduct of researches for tri-media.

**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND 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)		

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](mailto:hr.pro2@philhealth.gov.ph) until ~~MAR 28~~ **2022**



**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND 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	Information Technology Officer II	57-02-0008	22	65,319	Bachelor's degree relevant to the job	24 hours of relevant training	4 years relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office III	Under general supervision of the Vice President, the Information Technology Officer II shall administer the information technology management in the PRO.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office III-Branch A PhilHealth Buidling, Lazatin Blvd, Dolores, City of San Fernando, Pampanga or at email address [hr.pro3a@philhealth.gov.ph](mailto:hr.pro3a@philhealth.gov.ph) until **MAR 28 2022**

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

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 I (republishation)	40-04-0013	21	57,805	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080	-	PhilHealth Regional Office IV-B	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 IV-B, Xentromall Batangas, Diversion Road, Brgy. Alangitan, Batangas City or at email address [hr.pro4b@philhealth.gov.ph](mailto:hr.pro4b@philhealth.gov.ph) until ~~MAR 28 2022~~

**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND 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 II	48-02-0062	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office V	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 V, ANST III Bldg., Alternate Road, Legaspi City or at email address [hr.pro5@philhealth.gov.ph](mailto:hr.pro5@philhealth.gov.ph) until **MAR 28 2022**

**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND 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	Social Insurance Officer I	48-01-0175	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office VI	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).

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](mailto:hr.pro6@philhealth.gov.ph) until **MAR 28 2022**

**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND 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	Administrative Officer I	16-01-0052	11	20,754	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Tagbilaran Service Office	Under general supervision, the Administrative Officer I shall be responsible for the records management function in the PRO.
2	Social Insurance Assistant I	51-01-0182	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		PhilHealth Regional Office VII	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 VII, 8F Golden Peak Tower, Gorordo Ave. cor Escario Street, Cebu City or at email address [hr.pro7@philhealth.gov.ph](mailto:hr.pro7@philhealth.gov.ph) until **MAR 28 2022**

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND 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	Computer Maintenance Technologist I	56-01-0014	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office VIII	Under general supervision of the ITO II, the CMT I shall be responsible for network management and PC trouble-shooting.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office VIII, 2nd flr. PhilHealth Building 2, P. Burgos St., Tacloban City or at email address [hr.pro8@philhealth.gov.ph](mailto:hr.pro8@philhealth.gov.ph) on or before **MAR 28, 2022**

**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND 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	Social Insurance Assistant I	51-01-0218	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		Zamboanga City Service Office (PRO PMAC)	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 IX, BGIDC Bldg., Gov. Lim. Ave. Zamboanga City or at email address [hr.pro9@philhealth.gov.ph](mailto:hr.pro9@philhealth.gov.ph) until **MAR 28 2022**

**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	Fiscal Examiner A	33-01-0065	13	25,232	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 Fiscal Examiner A shall perform various finance-related jobs.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office X, Gateway Tower 2, Limketkai Center, Cagayan de Oro City or at email address [hr.pro10@philhealth.gov.ph](mailto:hr.pro10@philhealth.gov.ph) on or before ~~MAK 28 2022~~



**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND 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	Division Chief IV	07-00-0051	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		PhilHealth Regional Office CARAGA	Under general supervision, the Division Chief IV shall be responsible for the overall supervision, coordination and performance management of Service Offices or Field Units. It shall ensure compliance of Field units with policies, guidelines, systems and procedures.
2	Administration Services Assistant C	15-03-0062	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		PhilHealth Regional Office CARAGA	Under general supervision, the Administration Services Assistant B shall provide general assistance in the area of records management.

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](mailto:hr.procaraga@philhealth.gov.ph) on or before **MAR 28 2022**