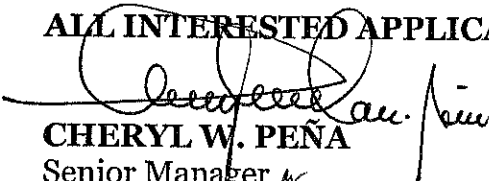


14 August 2023

HRD MEMORANDUM

No. 2023 - 68-121

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PEÑA
Senior Manager
Human Resource Department

SUBJECT : Notice of Vacant Senior Vice President (Chief Actuary),
Second Level Position (Executive/Managerial)

Attached is the posting of the Senior Vice President (Chief Actuary), a vacant second level position (Executive/Managerial) in the Corporation that is authorized to be filled, with the corresponding item number, job grade and qualification standards. Said notice is 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).

Interested applicants, including previous applicants are strongly encouraged to check and submit the complete requirements listed in page 2 of this notice.

Please note that 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.

Further, 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).

Internal Applicant (existing permanent and casual employees):

1. Application Form;
2. Properly and completely accomplished and updated Personal Data Sheet (CS Form No. 212 Revised 2017) with recent passport sized photo including Work Experience Sheet (WES);
3. Certificate of Performance Rating (for CY 2021/CY 2022).

External Applicant:

1. Application Form;
2. Properly accomplished, updated, and **notarized** Personal Data Sheet (CS Form No. 212 Revised 2017) with recent passport sized photo including Work Experience Sheet (WES);
3. Authenticated Certificate of eligibility/rating/license;
 - a. Certificate of Eligibility issued by the CSC or CESB
 - b. Valid Professional license or Certificate of Registration issued by the PRC/SC
 - c. Valid licenses issued by authorized regulatory agencies
4. Certificate of Performance Ratings for the present position (for a period of one (1) year), if employed;
5. Certified True Copies (CTC) of Scholastic/Academic Records – Transcript of Records and Diploma or Certification from the DepEd and/or the CHED on the authenticity and equivalency on the subjects/courses taken;
6. Copies of Certificates of Trainings attended;
7. Sworn Declaration/Identification of Relatives;
8. Certification of No Conflict of Interest; and
9. Non-Disclosure Agreement.

If submitted online, the original/authenticated/certified true copies of the application papers and other documents deemed necessary (i.e. valid NBI clearance/Police Clearance, etc.), may be required by the HRD to be presented during the examination/interview of the applicants.

Qualified applicants are advised to submit the requirements listed above to the concerned offices or via email with the subject line format: Application to Vacant <Position Title> <Item No.> until **15 September 2023**.

This position shall be processed using the provisions of the PhilHealth Merit Selection Plan pursuant to Corporate Order No. 2020-0020.

You may contact the HRD Recruitment, Selection, and Placement (RSP) Team at (02) 8441-7442 local 7522 or recruitment@philhealth.gov.ph for queries on matters not covered by this advisory.

LIST OF VACANT SECOND LEVEL POSITION (EXECUTIVE/MANAGERIAL) IN THE HEAD OFFICE

No.	Position Title	Plantilla Item No.	Job Grade/Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Senior Vice President (Chief Actuary) (Republication)	03-00-0004	(SG 28)/ JG 18	379,320.00	Master's Degree preferably in the field of Mathematics, Actuarial Science, Statistics or Finance	60 hours of relevant training in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields and 60 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience in the field of actuarial or financial functions	Career Service (Professional)/Second Level Eligibility	<ol style="list-style-type: none"> 1. Actuarial Expertise 2. Actuarial influence 3. Analysis of Risk Impact 4. Analytical Problem Solving Competence 5. Business Continuity and crises management 6. Corporate Governance 7. Critical Decision Making Skills 8. Knowledge and Understanding of Business Environment 9. Negotiation Skills 10. Policy Development and Review 11. Program/Project Management 12. Public Speaking 13. Risk Management Expertise 14. Systems and Data 	Actuarial Services and Risk Management Sector	Within the guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Senior Vice-President (Chief Actuary) is responsible for the overall planning, organizing, directing, controlling, monitoring, and coordination of the activities of the Actuarial Services and Risk Management Sector to achieve established objectives and targets.

Qualified applicants are advised to send their complete application documents to the Human Resource Department, Room 1506 CityState Centre Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City or to email address recruitment@philhealth.gov.ph until **15 September 2023**.