



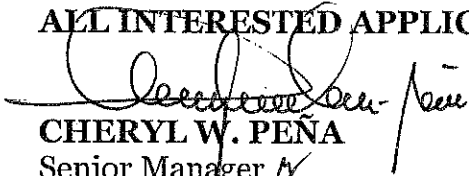
Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
Citystate Centre, 709 Shaw Boulevard, Pasig City
(02) 8441-7442 www.philhealth.gov.ph
PhilHealthOfficial teamphilhealth

08 January 2024

HRD MEMORANDUM

No. 2024 - 01 - 106

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 that are 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)¹.

For republished positions, previous applicants shall still be considered for processing provided that they have submitted the complete/updated application documents listed in page 2. As such, applicants are strongly encouraged to check the list of requirements and submission conditions listed in this notice.

Application documents submitted in the following instances shall no longer be considered/accepted²:

- 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 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).

¹ Corporate Order No. 2020-0020 Subject: PhilHealth's Merit Selection Plan (MSP)

² Ibid, Item V.G.3.

Internal Applicant (existing permanent, coterminous and casual employees):

1. Application Form;
2. Properly accomplished and updated Personal Data Sheet (CS Form No. 212 Revised 2017) with recent passport sized photo and Work Experience Sheet (WES);
3. Certificate of Performance Rating for 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 and Work Experience Sheet (WES);
3. Certificate of eligibility/rating/license;
 - 3.1 Certificate of Eligibility issued by the CSC or CESB
 - 3.2 Valid Professional license or Certificate of Registration issued by the PRC/SC
 - 3.3 Valid licenses issued by authorized regulatory agencies

Proof of Eligibility- report of rating/license/ certificate of admission to the Bar/certificate of eligibility/eligibility card (original copy, authenticated copy, certified true copy, photocopy, scanned copy, or site/screen capture of the eligibility using the Civil Service Eligibility Verification System, Professional Regulation Commission's [PRC]'s Licensure Examination and Registration Information System¹ [LERIS], or Supreme Court of the Philippines [SC] Lawyer's List)³

4. Certificate of Performance Ratings for the present position (for a period of one (1) year), if employed;
5. Copies 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;
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 requirements⁴ listed in the next page to the HRD or via email (**recruitment.philhealth@gmail.com**) with the subject line format: Application to Vacant <Position Title> <Item No.> until **25 January 2024**.

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

³ CSC MC No. 3, s. 2023 Subject: Amendment to Section 4 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended

⁴ Corporate Memorandum No. 2022-0017 (Application Requirements to Vacant Positions in the Corporation)

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) 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	Chief Social Insurance Specialist (republication)	49-03-0006	(SG 22)/ JG 12	83,966	Bachelor's degree relevant to the job	24 hours of relevant training	4 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Member Management Group (to be assigned in CAG-CADT)	Under general supervision, the Chief Social Insurance Specialist shall provide supervisory and technical assistance in the development / monitoring of specific program/s and/or project/s involving any of the following NHIP processes: marketing, collection, member relations, benefit availment.
2	Attorney IV	25-04-0002	(SG 23)/ JG 12	92,962	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080		Internal Legal Department	Under general supervision, the Attorney IV assists in the collection enforcement related functions of the Internal Legal Department, and represents the Corporation in collection cases.
3	Attorney IV	25-04-0021	(SG 23)/ JG 12	92,962	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080		Internal Legal Department	Under general supervision, the Attorney IV assists in the contracts and legal opinion related functions of the Internal Legal Department.
4	Executive Assistant III (republication)	10-03-0001	(SG 20)/ JG 11	68,326	Bachelor's degree	8 hours of training	2 years experience	Career Service (Professional)/ Second Level Eligibility		Internal Audit Group	Under general supervision, the Executive Assistant III, shall provide general executive assistance to the Vice President in his performance of official duties/responsibilities as Head of the Group/Office.
5	Executive Assistant II	10-02-0001	(SG 17)/ JG 10	48,207	Bachelor's degree	4 hours of training	1 year experience	Career Service (Professional)/ Second Level Eligibility		Office of the Chief Operating Officer	Under general supervision, the Executive Assistant II of the Office of the Chief Operating Officer, assists in implementing the administrative and technical decisions by the Executive Vice President and performs a variety of administrative and technical duties in support of this function.
6	Public Relations Officer II	45-02-0003	(SG 15)/ JG 10	43,711	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Public Affairs Department (Corporate Communication Department)	Under general supervision, the Public Relations Officer II shall assists in the monitoring of implementation of corporate Communication Plan.

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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)		
7	Public Relations Officer B	44-02-0001	(SG 13)/ JG 9	37,317	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Public Affairs Department (Corporate Communication Department)	Under general supervision, the Public Relations Officer B shall provide technical assistance in ensuring synergistic implementation of corporate Communication Plan.
8	Corporate Planning Analyst A	54-01-0004	(SG 13)/ JG 9	37,317	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Corporate Planning Department	Under general supervision, Corporate Planning Analyst A shall assist in activities of the division that facilitate the strategic planning, integrated business and operational planning and policy development processes of the corporation.
9	Administrative Services Assistant B	15-02-0018	(SG 10)/ JG 7	25,027	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Physical Resources and Infrastructure Department	Under general supervision, the Administrative Services Assistant B shall be responsible for the recording and reporting of utilization for accountable and non-accountable forms of various offices and/or collecting agents of the Corporation. As a related task, he/she shall also conduct regular inventories to ensure that the accountable and non-accountable forms are replenished and readily available as planned.
10	Administrative Services Assistant C	15-03-0065	(SG 8)/ JG 6	22,288	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Corporate Planning Department	Under general supervision, the Administrative Services Assistant C shall perform a variety of administrative duties in the discharge of the functions of the Department/Office.
11	Administrative Services Assistant C	15-03-0070	(SG 8)/ JG 6	22,288	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Protest and Appeals Review Department	Under general supervision, the Administrative Services Assistant C shall perform a variety of administrative duties in the discharge of the functions of the Department/Office.

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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)		
12	Clerk III	20-03-0002	(SG 6)/ JG 5	21,067	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Internal Audit Group (to be assigned in Task Force IT Audit)	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 to the Human Resource Department, Room 1506 CityState Centre Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City or to email address recruitment.philhealth@gmail.com until **25 JANUARY 2024**.