


14 February 2024

**HRD MEMORANDUM**

No. 2024 - 62-029

**TO :** **ALL INTERESTED APPLICANTS**

**FROM :**   
**CHERYL W. PENA**  
Senior Manager  
Human Resource Department

**SUBJECT :** **Notice of Vacant Second Level (Executive/Managerial) Positions**

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Attached is the list of vacant second level positions (Executive/Managerial) 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)<sup>1</sup>.

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/accepted<sup>2</sup>:**

- 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).

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

<sup>2</sup> 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);

**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 System<sup>1</sup> [LERIS], or Supreme Court of the Philippines [SC] Lawyer's List)<sup>3</sup>

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 requirements<sup>4</sup> listed in the next page to the HRD or via email with the subject line format: Application to Vacant <Position Title> <Item No.> until **01 March 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](mailto:recruitment.philhealth@gmail.com) for queries on matters not covered by this advisory.

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<sup>3</sup> 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

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

**LIST OF VACANT SECOND LEVEL POSITIONS (EXECUTIVE/MANAGERIAL) IN THE CORPORATION**

No.	Position Title	Plantilla Item No.	Salary Grade/ Job Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Assistant Vice President	05-00-0010	(SG 26+)/ JG 15	173,645	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office (PRO) IX	Within the guidelines and limits of the authority established by the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Assistant Vice President is responsible for the effective and efficient achievement of PRO targets through responsible planning, organizing, directing, coordinating, controlling and evaluating the programs/projects/activities of the PRO.
2	Department Manager III (Republishation)	06-00-0005	(SG 26)/ JG 14	136,738	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	Career Service (Professional)/ Second Level Eligibility		International & Local Engagement Department	Within the guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Department Manager III is responsible for planning, organizing, directing, coordinating, controlling, developing and managing the strategic and business programs and plans of the International & Local Engagement Department to achieve established objectives and goals.

3	Department Manager III	06-00-0010	(SG 26)/ JG 14	136,738	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	Career Service (Professional)/ Second Level Eligibility		Information Technology Management Department	Within guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Department Manager III is responsible for managing, planning, organizing, directing, coordinating, controlling, monitoring and developing the Information Technology resources of the Corporation to achieve established objectives and targets of the Department.
4	Department Manager III	06-00-0012	(SG 26)/ JG 14	136,738	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	Career Service (Professional)/ Second Level Eligibility		Treasury Department	Within guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation (PhilHealth) and other relevant government regulations, the Department Manager III is responsible for managing, planning, organizing, directing, coordinating and controlling the activities of the Treasury Department to achieve established goals and objectives. The Treasury Department shall be responsible for ensuring the availability of financial requirements to help sustain the delivery and administration of the NHIP.

1	Department Manager III	06-00-0030	(SG 26)/ JG 14	136,738	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/manag ement learning and development intervention	5 years of supervisory/man agement experience	Career Service (Professional)/ Second Level Eligibility		Corporate Information Security Department	Within the guidelines and limits of authority established by the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Department Manager III, is responsible for managing, planning, organizing, directing, coordinating, controlling and evaluating the activities of the Corporate Information Security Department to achieve established objectives and targets.
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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 at email at [recruitment.philhealth@gmail.com](mailto:recruitment.philhealth@gmail.com) until MAR 01 2024.