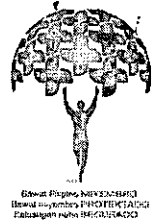




Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

Citystate Centre, 709 Shaw Boulevard, Pasig City
Call Center (02) 441-7442 Trunkline (02) 441-7444
www.philhealth.gov.ph



October 3, 2018

CORPORATE MEMORANDUM

No. 2018- 0078

NOTICE OF VACANCIES

Attached is the list of vacant First and Second level positions in the Corporation with the corresponding item number, salary grade and qualification standards for filling-in. Said positions were also published in the CSC website at <http://ncr.csc.gov.ph> in compliance to CSC MC No. 24, s. 2017.

Qualified applicants are advised to hand in the following requirements to the concerned offices within the application period:

Internal Applicant:

1. Application Form;
2. Fully Accomplished Personal Data Sheet (PDS) or CS Form No. 212, Revised 2017; and
3. Work Experience Sheet (WES)

External Applicant:

1. Application Form;
2. Fully Accomplished Personal Data Sheet (PDS) or CS Form No. 212, Revised 2017;
3. Work Experience Sheet (WES);
4. Performance Rating in the Present Position for 1 year (if applicable);
5. Photocopy of Certificate of Eligibility/rating/license;
6. Photocopy of Transcript of Records;
7. Sworn Declaration/Identification of Relatives;
8. Certification of No Conflict of Interest; and
9. Non-disclosure Agreement Form.

- | | | |
|--------------------------|---|---|
| Central Office vacancies | : | Human Resource Department
Room 1509 15 th floor CityState Center Building 709 Shaw Blvd. Brgy. Oranbo Pasig City |
| PRO NCR vacancies | : | PhilHealth Regional Office NCR
VCP Building No. 68 Kalayaan Ave. Teachers Village West Quezon City |
| PRO CAR vacancies | : | PhilHealth Regional Office CAR
SN Oriental Traders Building, No. 19 Leonard Wood Road, Baguio City |
| PRO I vacancies | : | PhilHealth Regional Office I
EMDC Bldg., Sec. Francisco Q. Duque Jr. Road, Tapuac District, Dagupan City |
| PRO II vacancies | : | PhilHealth Regional Office II
The Builder's Place, Del Rosario, Tuguegarao City |
| PRO III vacancies | : | PhilHealth Regional Office III
PhilHealth Bldg., Lazatin Blvd, Dolores, City of San Fernando, Pampanga |
| PRO IV-A vacancies | : | PhilHealth Regional Office IV-A
Lucena Grand Central Terminal, Ilayang Dupay, Lucena City |

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- PRO IV-B vacancies : **PhilHealth Regional Office IV-B**
Caedo Commercial Center, Calicanto, Batangas City
- PRO V vacancies : **PhilHealth Regional Office V**
ANST 3 Building, Alternate Road, Legaspi City
- PRO VI vacancies : **PhilHealth Regional Office VI**
Gaisano Capital City Mall, Luna St., La Paz, Iloilo City
- PRO VII vacancies : **PhilHealth Regional Office VII**
8th Floor Golden Peak Tower, Gorordo Ave. cor. Escario St.,
Cebu City
- PRO VIII vacancies : **PhilHealth Regional Office VIII**
2/F PhilHealth Building 2, P. Burgos St., Tacloban City
- PRO IX vacancies : **PhilHealth Regional Office IX**
BGIDC Corporate Center, Gov. Lim Ave., Zamboanga City
- PRO X vacancies : **PhilHealth Regional Office X**
8/F Gateway Tower 2, Limketkai Centre, C.M. Recto Ave., Cagayan
De Oro City
- PRO XII vacancies : **PhilHealth Regional Office XII**
CSA I Bldg., cor. Zulueta St., General Santos Drive, City of
Koronadal, South Cotabato
- PRO CARAGA vacancies : **PhilHealth Regional Office CARAGA**
766 Lynzee's Bldg., J. Rosales Ave., Butuan City
- PRO ARMM vacancies : **PhilHealth Regional Office ARMM**
Noramis Building, Congressman Omar Dianalan Blvd.,
Lilod Saduc, Marawi City

Previous applicants for reposted positions are advised to submit their updated application documents (PDS and WES among others).

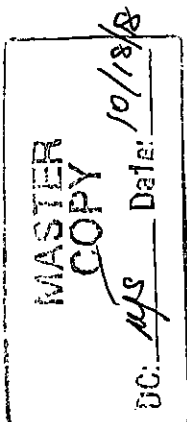
Only applications submitted with the application period and with complete documents shall be considered for evaluation.

Application period: OCT 18 2018 to OCT 29 2018

After such period, no applications shall be entertained.

You may contact HRD at 441-7442 local 7524 for queries on matters not covered by this advisory.

ROY B. FERRER, M.D., MSc.
Acting President and Chief Executive Officer (CEO)



LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Job Summary	Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Clerk III	20-03-0027	6	14,340.00	Completion of two years studies in college	None required	None required	CS Sub-Professional / First Level Eligibility		Under general supervision, the Clerk III shall be responsible in performing a variety of administrative duties in the discharge of the official functions of the division/office/department.	Accreditation Department
2	Chauffeur II (Republication)	18-02-0008	6	14,340.00	Elementary School Graduate	None required	None required	Drivers License (MC # 11, S-1996 O CAT. II)		Under general supervision, the Chauffeur II is responsible for transporting the Senior Vice-President and authorized personnel of the Management Services Sector to and from official places of business/meetings/conferences, etc., using the service vehicle assigned for this purpose, and for performing variety of administrative duties in support of this function.	Health Finance Sector (to be assigned in PRID)
3	Administration Services Assistant C	15-03-0075	8	16,282.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional / First Level Eligibility		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.	Physical Resources and Infrastructure Department
4	Administration Services Assistant B	15-02-0015	10	18,718.00	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	CS Sub-Professional / First Level Eligibility		Under general supervision, the Administrative Services Assistant B of the Records Management Team shall assist in performing a variety of administrative duties in the discharge of the official functions of the Sector.	Physical Resources and Infrastructure Department
5	Social Insurance Officer I	48-01-0025	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second Level Eligibility		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).	Overseas Filipino Program
6	Human Resource Management Officer I	22-01-0011	11	20,179.00	Bachelor's degree	None required	None required	CS Professional / Second Level Eligibility		Under general supervision, the Human Resource Management Officer I, shall provide technical services in the areas including sourcing of applicants, administration of employment tests, processing of employment papers, payroll updating, training facilitation, management of minor work-life balance projects and HRIS management.)	Human Resource Department
7	Auditing Systems Specialist I	13-01-0001	13	24,224.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second Level Eligibility		Under general supervision, the Auditing Systems Specialist I of the Financial Audit Department performs simple and routine professional internal auditing and other related work.	Financial Audit Department
8	Computer Maintenance Technologist II	56-02-0006	15	29,010.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	CS Professional / Second Level Eligibility		Under general supervision, the Computer Maintenance Technologist II of the Information Technology Resource and Management Division shall assist in defining, analyzing, getting new/ or improved networks, databases, operating systems and software packages and internet services and applications.	Information Technology Management Department

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LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Job Summary	Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
9	Senior Social Insurance Specialist (Republication)	49-02-0009	18	38,085.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	CS Professional / Second Level Eligibility		Under general supervision, the Senior Social Insurance Specialist shall head the team assigned to develop and monitor a specific project/s in any of the following NHIP processes: marketing, collection, member relations, benefit availment.	Member Management Group (to be assigned in Corporate Affairs Group)
10	Information Systems Analyst II	55-02-0005	16	31,765.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	CS Professional / Second Level Eligibility		Under general supervision, the Information Systems Analyst II of the Information Technology Resource and Management Division shall assist in defining, analyzing, getting new/ or improved networks, databases, operating systems and software packages and internet services and applications.	Information Technology Management Department
11	Information Technology Officer III	57-03-0001	24	73,299.00	Master's Degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	CS Professional / Second Level Eligibility		<p>Within guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation and relevant government regulations, the Information Technology Officer III shall assist in planning, directing, supervising, coordinating and controlling the activities of the division in the accomplishment of the following:</p> <ul style="list-style-type: none"> - Develop ICT strategic and operational plans, policies, standards, guidelines, procedures, and monitoring tools; - Ensuring the timely completion of information system projects and compliance with policies, standards and budgetary requirements; - Conduct of research in forefront and diverse high performance computing and ICT infrastructure; - Providing ICT inputs in the development and standardization of corporate forms; - Set standards and specifications for IT services, systems, hardware and software procurement and maintenance contracts in coordination with concerned units. 	Corporate Information Security Department
12	Chief Auditing Systems Specialist	105-0001	24	73,299.00	Master's Degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	CS Professional / Second Level Eligibility		Under general supervision, the Chief Auditing Systems Specialist of the Operations Audit Department is responsible for supervising the conduct of review and appraisal, for adequacy and compliance with standards and controls, of the utilization of facilities, procedures, documents and all other records and evidences of operational transactions in the Corporation.	Operations Audit Department

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LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Job Summary	Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
13	Social Insurance Officer I	48-01-0079	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second Level Eligibility		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).	PhilHealth Regional Office CAR
14	Social Insurance Assistant I	51-01-0084	8	16,282.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional / First Level Eligibility		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.	PhilHealth Regional Office CAR
15	Social Insurance Assistant I	51-01-0050	8	16,282.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional / First Level Eligibility		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.	PhilHealth Regional Office NCR Central
16	Social Insurance Assistant I	51-01-0043	8	16,282.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional / First Level Eligibility		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.	PhilHealth Regional Office NCR North - LHIO Calocan
17	Human Resource Management Assistant	21-01-0009	8	16,282.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional / First Level Eligibility		Under general supervision, the HRM Assistant shall assist in attendance monitoring, processing of loan applications, issuance of compensation related documents and maintenance of 201 file.	PhilHealth Regional Office I
18	Fiscal Controller III	32-03-0023	18	38,085.00	Bachelor's degree relevant to the job	8 hours relevant training	2 years relevant experience	CS Professional / Second Level Eligibility		Under general supervision, the Fiscal Controller III shall perform responsible jobs in preparation of accounting-related reports, budgeting and fund disbursement.	PhilHealth Regional Office II
19	Chief Social Insurance Officer (Republication)	48-06-0064	22	58,717.00	Bachelor's degree relevant to the job	24 hours relevant training	4 years relevant experience	CS Professional / Second Level Eligibility		Under general supervision, the Chief Social Insurance Officer shall be responsible for the supervision of program implementation in membership management and/or collection/contribution management.	PhilHealth Regional Office II
20	Human Resource Management Officer III (Republication)	22-03-0006	18	38,085.00	Bachelor's degree	8 hours relevant training	2 years relevant experience	CS Professional / Second Level Eligibility		Under general supervision, the HRM Officer III shall be responsible for the implementation of the human resource management and development program in the PRO consistent with the corporate HR policies, strategies and plans.	PhilHealth Regional Office II
21	Personnel Specialist I (Republication)	23-01-0001	13	24,224.00	Bachelor's degree	None required	None required	CS Professional / Second Level Eligibility		Under general supervision, the Personnel Specialist I shall assist in the compensation management, performance management and employee relations function in the PRO	PhilHealth Regional Office II

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LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Job Summary	Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
22	Social Insurance Officer I (Republication)	48-01-0100	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second Level Eligibility		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).	PhilHealth Regional Office II
23	Financial Planning Assistant B (Republication)	34-02-0004	10	18,718.00	Completion of 2 years studies in college	8 hours relevant training	2 years relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Under general supervision, the Financial Planning Assistant B shall provide assistance in the preparation of accounting reports and recording of financial transactions.	PhilHealth Regional Office II
24	Legal Assistant I (Republication)	26-01-0010	10	18,718.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	CS Professional / Second Level Eligibility		Under general supervision, the Legal Assistant I performs administrative services and paralegal support to Attorney IV.	PhilHealth Regional Office II
25	Clerk III (Republication)	20-03-0063	6	14,340.00	Completion of 2 years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Under general supervision, the Clerk III shall be responsible for performing a variety of administrative duties in the discharge of the official functions of the Office.	PhilHealth Regional Office II
26	Clerk III	20-03-0067	6	14,340.00	Completion of two years studies in college	None required	None required	CS Sub-Professional / First Level Eligibility		Under general supervision, the Clerk III shall be responsible for performing a variety of administrative duties in the discharge of the official functions of the Office.	PhilHealth Regional Office III
27	Administration Services Assistant C	15-03-0090	8	16,282.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	CS Sub-Professional / First Level Eligibility		Under general supervision, the Administration Services Assistant C of the Office of the Regional Vice-President shall assist in performing a variety of administrative duties in the discharge of the official functions of the office.	PhilHealth Regional Office III
28	Human Resource Management Assistant II	21-02-0002	10	18,718.00	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	CS Sub-Professional / First Level Eligibility		Under general supervision, the HRM Assistant II shall provide administrative function in leave administration and attendance monitoring, payroll preparation, issuance of employment records and conduct of training/seminars.	PhilHealth Regional Office III
29	Fiscal Controller IV	32-04-0005	22	58,717.00	Bachelor's degree relevant to the job	16 hours relevant training	3 years relevant experience	RA 1080 (Certified Public Accountant)		Under general supervision, the Fiscal Controller IV shall perform responsible jobs in financial control and reporting in the PRO.	PhilHealth Regional Office III
30	Senior Social Insurance Officer (Republication)	48-05-0014	18	38,085.00	Bachelor's degree relevant to the job	8 hours relevant training	2 years relevant experience	CS Professional / Second Level Eligibility		Under general supervision, the Senior Social Insurance Officer shall be responsible for providing critical technical function in any of the following areas: a) member management; b) benefit monitoring; c) collection management; and d) accreditation and quality assurance.	PhilHealth Regional Office III

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LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Job Summary	Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
31	Social Insurance Officer I (Republication)	48-01-0126	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second Level Eligibility		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).	PhilHealth Regional Office III-B - LHIO Cabanatuan
32	Administration Services Officer II	14-02-0004	13	24,224.00	Bachelor's degree	None Required	None Required	CS Professional / Second Level Eligibility	Preferably with at least one year supervisory experience	Under general supervision, the Fiscal Controller IV shall perform responsible jobs in financial control and reporting in the PRO.	PhilHealth Regional Office IV-A
33	Special Investigator II	28-02-0006	15	29,010.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	CS Professional / Second Level Eligibility		Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.	PhilHealth Regional Office IV-A
34	Attorney IV (Republication)	25-04-0008	23	65,604.00	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080		Under general supervision, the Attorney IV shall provide legal support to the Assistant Vice President in all transactions and activities engaged in by the PRO.	PhilHealth Regional Office IV-A
35	Medical Specialist IV (Republication)	41-03-0014	24	73,299.00	Doctor of Medicine	8 hours relevant training	2 years relevant experience	RA 1080		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.	PhilHealth Regional Office V
36	Social Insurance Officer II (Republication)	48-02-0063	13	24,224.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second Level Eligibility		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.	PhilHealth Regional Office V
37	Administrative Officer I (Republication)	16-01-0043	11	20,179.00	Bachelor's degree	None required	None required	CS Professional / Second Level Eligibility		Under general supervision, the Administrative Officer I shall be responsible for the records management function in the PRO.	PhilHealth Regional Office V
38	Fiscal Controller I (Republication)	32-01-0077	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second Level Eligibility		Under general supervision, the Fiscal Controller I shall provide services on pre-audit/review of financial documents/reports, review of budget proposals and utilization, preparation of checks and cash reports.	PhilHealth Regional Office V
39	Public Relations Officer I (Republication)	45-01-0008	11	20,179.00	Bachelor's degree	None required	None required	CS Professional / Second Level Eligibility		Under general supervision, the Public Relations Officer I shall provide technical support in the preparation, compilation and maintenance/safekeeping of communications data/documents.	PhilHealth Regional Office V
40	Financial Planning Assistant B (Republication)	34-02-0010	10	18,718.00	Completion of 2 years studies in college	8 hours relevant training	2 years relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Under general supervision, the Financial Planning Assistant B shall provide assistance in the preparation of accounting reports and recording of financial transactions.	PhilHealth Regional Office V

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LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Job Summary	Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
41	Social Insurance Assistant II	51-02-0097	10	18,718.00	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	Career Service Subprofessional/ First Level Eligibility		Under general supervision, the Social Insurance Assistant II shall provide assistance in the packaging and distribution of IEC material, screening of membership forms/collection reports	PhilHealth Regional Office VI
42	Social Insurance Officer III (Republication)	48-03-0103	15	29,010.00	Bachelor's degree relevant to the job	4 hours relevant training	1 year relevant experience	CS Professional / Second Level Eligibility		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.	PhilHealth Regional Office VI
43	Social Insurance Assistant I	51-01-0186	8	16,282.00	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional)/ First Level Eligibility		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.	PhilHealth Regional Office VII - LHIO Danao
44	Cash Clerk III	35-03-0040	8	16,282.00	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Under general supervision, the Cash Clerk III shall provide assistance in checks review, preparation of collection reports and other clerical works.	PhilHealth Regional Office VII - LHIO Cebu
45	Chief Social Insurance Officer (Republication)	48-06-0030	22	58,717.00	Bachelor's degree relevant to the job	24 hours relevant training	4 years relevant experience	CS Professional / Second Level Eligibility		Under general supervision, the Chief Social Insurance Officer shall be responsible for the supervision of program implementation in membership management and/or collection/contribution management.	PhilHealth Regional Office VII
46	Medical Specialist IV (Republication)	41-03-0018	24	73,299.00	Doctor of Medicine	8 hours relevant training	2 years relevant experience	RA 1080		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.	PhilHealth Regional Office VII
47	Social Insurance Officer I	48-01-0193	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second Level Eligibility		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).	PhilHealth Regional Office VIII
48	Social Insurance Assistant I	51-01-0214	8	16,282.00	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional)/ First Level Eligibility		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.	PhilHealth Regional Office IX
49	Clerk III	20-03-0098	6	14,340.00	Completion of 2 years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Under general supervision, the Clerk III shall be responsible for performing a variety of clerical duties in the discharge of the official functions of the Office.	PhilHealth Regional Office IX

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LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Job Summary	Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
50	Social Insurance Assistant II (Republication)	51-02-0135	10	18,718.00	Completion of two years studies in college	8 hours relevant training	2 years relevant experience	CS Sub-Professional / Second Level Eligibility		Under general supervision, the Social Insurance Assistant II shall provide assistance in the packaging and distribution of IEC material, screening of membership forms/collection reports	PhilHealth Regional Office X - LHIO Cagayan De Oro
51	Financial Planning Assistant B	34-02-0016	10	18,718.00	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	CS Sub-Professional / Second Level Eligibility		Under general supervision, the Financial Planning Assistant B shall provide assistance in the preparation of accounting reports and recording of financial transactions.	PhilHealth Regional Office X
52	Public Relations Officer III	45-03-0016	18	38,085.00	Bachelor's degree	8 hours of relevant training	2 years relevant experience	CS Professional / Second Level Eligibility		Under general supervision, the Public Relations Officer III shall prepare, implement and monitor implementation of public relations strategies on ensuring synergistic implementation of the Corporate Communication Plan particularly in the PhilHealth Regional Office (PRO) level	PhilHealth Regional Office X
53	Administrative Officer IV	16-04-0017	22	58,717.00	Bachelor's degree	16 hours of relevant training	3 years relevant experience	CS Professional / Second Level Eligibility		Under general supervision, the Administrative Officer IV shall be responsible the supervision of the human resource management and physical infrastructure management in the PRO/Branch.	PhilHealth Regional Office X
54	Medical Specialist IV	41-03-0023	24	73,299.00	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		Under general supervision, the Medical Specialist IV shall be responsible for ensuring the proper implementation of accreditation and quality assurance program or the benefit administration program in the PRO.	PhilHealth Regional Office X
55	Medical Specialist IV (Republication)	41-03-0028	24	73,299.00	Doctor of Medicine	8 hours relevant training	2 years relevant experience	RA 1080		Under general supervision, the Medical Specialist IV shall be responsible for ensuring the proper implementation of accreditation and quality assurance program or the benefit administration program in the PRO.	PhilHealth Regional Office XII
56	Clerk III	20-03-0111	6	14,340.00	Completion of two years studies in college	None required	None required	CS Sub-Professional / First Level Eligibility		Under general supervision, the Clerk III shall be responsible for performing a variety of administrative duties in the discharge of the official functions of the Office.	PhilHealth Regional Office CARAGA
57	Medical Specialist I (Republication)	40-04-0039	21	52,554.00	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers	PhilHealth Regional Office CARAGA
58	Fiscal Controller I	32-01-0114	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / Second Level Eligibility		Under general supervision, the Fiscal Controller I shall provide services on pre-audit/review of financial documents/reports, review of budget proposals and utilization, preparation of checks and cash reports.	PhilHealth Regional Office ARMM - LHIO Marawi
59	Medical Specialist I (Republication)	40-04-0040	21	52,554.00	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers	PhilHealth Regional Office ARMM

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