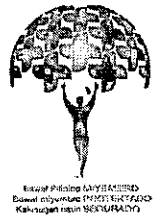




Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

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



November 20, 2018

CORPORATE MEMORANDUM

No. 2018-0091

TO : ALL INTERESTED APPLICANTS

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

SUBJECT : Notice of Vacant Executive/Managerial Positions in the Second Level

Attached is the list of vacant Executive/Managerial Positions in the Second Level 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. 14, s. 2018 regarding Omnibus Rules on Appointments and Other Human Resource Action, Revised July 2018.

Qualified applicants are advised to submit the following requirements¹ to the Human Resource Department, Room 1509 CityState Center Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City or at email address: recruitment@philhealth.gov.ph on or before DEC 21 2018 :

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;
5. Photocopy of Certificate of Eligibility/rating/license;
6. Photocopy of Transcript of Records, Certificate of Employment/Service Record, training certificates;
7. Sworn Declaration/Identification of Relatives Form;
8. Certification of No Conflict of Interest Form; and
9. Non-disclosure Agreement Form.

Previous applicants are required to submit updated application documents (PDS, WES, among others).

Only applications submitted with complete documents shall be considered for evaluation. After such period, no applications shall be entertained.

You may contact HRD at (02) 441-7442 local 7524 for queries on matters not covered by this advisory.

¹ Download forms at https://www.philhealth.gov.ph/about_us/vacancies/

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 DC: *RF* Date: 12/7/18

List of Vacant Executive/Managerial Positions in the Second Level

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	Department Manager III	06-00-0003	26	92,108	Master's Degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention undertaken within the last five (5) years (2014-2018)	5 years of supervisory/managerial experience	Appropriate eligibility for second level positions	Accountability, Conflict and Crisis Management, Creative Thinking and Innovation, Critical and Systematic Thinking, Environment Acumen/Political Sensitivity, Flexibility and Resilience, Judgement, Leadership, Management, and Organizational Communication	Operations Audit Department	Under direction, the Manager of Operations Audit Department is charged to direct the examination and verification or cause the examination and verification of transactions, records of operations and other relevant operations data to ensure adherence to internal and external controls, existing policies and programs, methods and procedures, and recommend appropriate courses of action.
2	Department Manager III	06-00-0009	26	92,108	Master's Degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention undertaken within the last five (5) years (2014-2018)	5 years of supervisory/managerial experience	Appropriate eligibility for second level positions	Accountability, Conflict and Crisis Management, Creative Thinking and Innovation, Critical and Systematic Thinking, Environment Acumen/Political Sensitivity, Flexibility and Resilience, Judgement, Leadership, Management, and Organizational Communication	Risk Management Department - PMT	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 coordinating the conduct of studies, evaluation of the business risk management process, the identification and evaluation of risk exposures, the analysis of the various risk control techniques available to manage the exposures, development of decision options under conditions of uncertainty, and control mechanisms to monitor the results of the risk management program.
3	Department Manager III	06-00-0027	26	92,108	Master's Degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention undertaken within the last five (5) years (2014-2018)	5 years of supervisory/managerial experience	Appropriate eligibility for second level positions	Accountability, Conflict and Crisis Management, Creative Thinking and Innovation, Critical and Systematic Thinking, Environment Acumen/Political Sensitivity, Flexibility and Resilience, Judgement, Leadership, Management, and Organizational Communication	Standards and Monitoring Department	Under general supervision, responsible for developing and continuously enhancing quality assurance programs, policies and standards for Health Care Providers (HCPs). He/she shall develop and implement a performance monitoring system for HCPs.
4	Department Manager III	06-00-0014	26	92,108	Master's Degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention undertaken within the last five (5) years (2014-2018)	5 years of supervisory/managerial experience	Appropriate eligibility for second level positions	Accountability, Conflict and Crisis Management, Creative Thinking and Innovation, Critical and Systematic Thinking, Environment Acumen/Political Sensitivity, Flexibility and Resilience, Judgement, Leadership, Management, and Organizational Communication	Special Programs Department	Within the guidelines and limits of the authority established by the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Department Manager III responsible for effectively and efficiently managing the operations of the Overseas Worker's Program (OWP) and other special programs of the Corporation. He/she also participates in the conceptualization and development of systems/programs pertaining to the administration of the OWP involving international transactions.
5	Department Manager III	06-00-0018	26	92,108	Master's Degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention undertaken within the last five (5) years (2014-2018)	5 years of supervisory/managerial experience	Appropriate eligibility for second level positions	Accountability, Conflict and Crisis Management, Creative Thinking and Innovation, Critical and Systematic Thinking, Environment Acumen/Political Sensitivity, Flexibility and Resilience, Judgement, Leadership, Management, and Organizational Communication	PhilHealth Regional Office NCR - South Branch	Within the guidelines and limits of the authority established by the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Department Manager III is responsible for the effective and efficient achievement of target through responsible planning, organizing, directing, coordinating, controlling and evaluating the programs/projects /activities of the Branch Office.

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 Date: 12/7/18
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List of Vacant Executive/Managerial Positions in the Second Level

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
6	Department Manager III	06-00-0019	26	92,108	Master's Degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention undertaken within the last five (5) years (2014-2018)	5 years of supervisory/managerial experience	Appropriate eligibility for second level positions	Accountability, Conflict and Crisis Management, Creative Thinking and Innovation, Critical and Systematic Thinking, Environment Acumen/Political Sensitivity, Flexibility and Resilience, Judgement, Leadership, Management, and Organizational Communication	PhilHealth Regional Office III - Branch A	Within the guidelines and limits of the authority established by the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Department Manager III is responsible for the effective and efficient achievement of target through responsible planning, organizing, directing, coordinating, controlling and evaluating the programs/projects /activities of the Branch Office.
7	Senior Vice-President	03-00-0004	28	114,981	Master's Degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention undertaken within the last five (5) years (2014-2018)	5 years of supervisory/managerial experience	Appropriate eligibility for second level positions	Accountability, Conflict and Crisis Management, Creative Thinking and Innovation, Critical and Systematic Thinking, Environment Acumen/Political Sensitivity, Flexibility and Resilience, Judgement, Leadership, Management, and Organizational Communication	Actuarial Services & 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 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.
8	Senior Vice-President	03-00-0002	28	114,981	Master's Degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention undertaken within the last five (5) years (2014-2018)	5 years of supervisory/managerial experience	Appropriate eligibility for second level positions	Accountability, Conflict and Crisis Management, Creative Thinking and Innovation, Critical and Systematic Thinking, Environment Acumen/Political Sensitivity, Flexibility and Resilience, Judgement, Leadership, Management, and Organizational Communication	Legal Sector	<p>Within the guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation (PHIC) and relevant government regulations, the Senior Vice-President, Legal Sector, is responsible for overall planning, organizing, directing, coordinating, and controlling the sector's activities to achieve its objectives and targets.</p> <p>The primary activities of the Legal Sector include but not limited to the following: (1) shall be responsible for the exercise of the quasi-judicial functions and powers of the Corporation; and (2) shall represent the Corporation before judicial, quasi-judicial and other administrative bodies.</p> <p>Under the Legal Sector are four (4) departments, to wit: (1) Arbitration Department; (2) Prosecution Department; (3) Fact-Finding Investigation and Enforcement Department; and (4) Internal Legal Department.</p>
9	Senior Vice-President	03-00-0005	28	114,981	Master's Degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention undertaken within the last five (5) years (2014-2018)	5 years of supervisory/managerial experience	Appropriate eligibility for second level positions	Accountability, Conflict and Crisis Management, Creative Thinking and Innovation, Critical and Systematic Thinking, Environment Acumen/Political Sensitivity, Flexibility and Resilience, Judgement, Leadership, Management, and Organizational Communication	Health Finance Policy 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 is responsible for the overall planning, organizing, directing, controlling, monitoring, and coordination of the activities of the Health Finance Policy Sector to achieve established objectives and targets.

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List of Vacant Executive/Managerial Positions in the Second Level

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
10	Senior Vice-President	03-00-0003	28	114,981	Master's Degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention undertaken within the last five (5) years (2014-2018)	5 years of supervisory/managerial experience	Appropriate eligibility for second level positions	Accountability, Conflict and Crisis Management, Creative Thinking and Innovation, Critical and Systematic Thinking, Environment Acumen/Political Sensitivity, Flexibility and Resilience, Judgement, Leadership, Management, and Organizational Communication	Fund Management Sector	<p>Within guidelines and limit of authority established by policies of the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Senior Vice-President, Fund Management Sector is responsible for planning, organizing, directing, controlling, monitoring and coordination of the activities of the Sector.</p> <p>The Fund Management Sector is responsible for the management of the financial resources of the Corporation to ensure the viability of the NHIP.</p>
11	Vice President	04-00-0002	27	102,910	Master's Degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention undertaken within the last five (5) years (2014-2018)	5 years of supervisory/managerial experience	Appropriate eligibility for second level positions	Accountability, Conflict and Crisis Management, Creative Thinking and Innovation, Critical and Systematic Thinking, Environment Acumen/Political Sensitivity, Flexibility and Resilience, Judgement, Leadership, Management, and Organizational Communication	Corporate Affairs Group	<p>Within the guidelines and limits of authority established by policies of the Philhealth and relevant government regulations, the Vice-President of Corporate Affairs Group is responsible for planning, organizing, directing, coordinating and controlling the activities of the Corporate Affairs Group within the area of jurisdiction to achieve established objectives and targets.</p>
12	Vice President	04-00-0004	27	102,910	Master's Degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention undertaken within the last five (5) years (2014-2018)	5 years of supervisory/managerial experience	Appropriate eligibility for second level positions	Accountability, Conflict and Crisis Management, Creative Thinking and Innovation, Critical and Systematic Thinking, Environment Acumen/Political Sensitivity, Flexibility and Resilience, Judgement, Leadership, Management, and Organizational Communication	Office of the First Vice President For The North Luzon & NCR Area	<p>Within the guidelines and limits of the authority established by the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Vice President is responsible for the effective and efficient achievement of PRO target through responsible planning, organizing, directing, coordinating, controlling and evaluating the programs/projects/activities of the PRO under his area of jurisdiction.</p>
13	Vice President	04-00-0007	27	102,910	Master's Degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention undertaken within the last five (5) years (2014-2018)	5 years of supervisory/managerial experience	Appropriate eligibility for second level positions	Accountability, Conflict and Crisis Management, Creative Thinking and Innovation, Critical and Systematic Thinking, Environment Acumen/Political Sensitivity, Flexibility and Resilience, Judgement, Leadership, Management, and Organizational Communication	PhilHealth Regional Office NCR	<p>Within the guidelines and limits of the authority established by the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Vice President is responsible for the effective and efficient achievement of PRO target through responsible planning, organizing, directing, coordinating, controlling and evaluating the programs/projects/activities of the PRO.</p>

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 DC: *mys* Date: *12/7/18*