



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

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www.philhealth.gov.ph



November 20, 2018

CORPORATE MEMORANDUM

No. 2018-0092

TO : ALL INTERESTED APPLICANTS

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

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 with the corresponding item number, salary grade and qualification standards for filling-in. Said positions are 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 concerned offices until DEC 27 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 (for applicants with work experience);
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: *mys* Date: *12/17/18*

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE)

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	Chauffeur II	18-02-0006	6	14,340	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat. II)		Management Services Sector	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.
2	Division Chief IV	07-04-0004	24	73,299	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of supervisory/management experience	Career Service (Professional)/ Second Level Eligibility	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	International and Local Cooperation Department	The Division Chief IV shall be responsible for the planning, directing, controlling and supervising of staff under International Relations Divisions on establishing and sustaining strong cooperation with foreign partner agencies.
3	Project Development Officer III	46-03-0002	18	38,085	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		International and Local Cooperation Department	The Project Development Officer III shall assist the Project Development Officer IV in establishing and sustaining strong cooperation with foreign partner agencies.
4	Executive Assistant IV	10-04-0004	22	36,717	Bachelor's degree	16 hours of training	3 years experience	Career Service (Professional)/ Second Level Eligibility		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.
5	Mechanic II	19-02-0001		14,340	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Mechanic (MC 11, s. 96 - Cat. I)		Physical Resources and Infrastructure Department	Under general supervision, the Mechanic II shall be responsible for checking, repairing, tuning up and changing of defective parts of the government vehicles as well as transporting PhilHealth personnel to and from their official destination.

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 DC: *MJV* Date: *12/17/18*

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE)

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	Attorney V	09-00-0001	25	82,439	Bachelor of Laws	16 hours of relevant training	3 years relevant experience	RA 1080		Protest and Appeals Review Department	Under general supervision, the Attorney V is responsible in for providing legal support to the Protests and Appeals Review Committee (PARC). Supervises the preparation, reviews and analyzes documents as well as responsible for preparing recommendatory resolutions on appealed claims.
7	Clerk III	20-03-0057	6	14,340	Completion of two years studies in college	None required	None required	CS Sub-Professional / First Level Eligibility		PhilHealth Regional Office CAR	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.
8	Social Insurance Officer III	48-03-0046	15	29,010	Bachelors Degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional) / Second Level Eligibility		PhilHealth Regional Office CAR	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.
9	Social Insurance Officer I	48-01-0067	11	20,179	Bachelors Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility		PhilHealth Regional Office NCR - South Branch - Pasig Service Office (Branch PMAC)	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).
10	Social Insurance Officer III	48-03-0042	15	29,010	Bachelors Degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional) / Second Level Eligibility		PhilHealth Regional Office NCR - South Branch - Pasig Service Office (Branch PMAC)	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.

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 DC: *RL/S* Date: *12/7/18*

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE)

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
11	Social Insurance Officer I	48-01-0235	11	20,179	Bachelors Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility		PhilHealth Regional Office XII - Cotabato Service Office	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).

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