



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](http://www.philhealth.gov.ph)



PhilHealth@24:  
Tungo sa Kalusugan  
Para sa Lahat

April 30, 2019

**CORPORATE MEMORANDUM**

No. 2019-0034

**TO :** ALL INTERESTED APPLICANTS

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

**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 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 requirements<sup>1</sup> 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](mailto:recruitment@philhealth.gov.ph) on or before MAY 14 2019 :

**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)
4. Copy of CSC/CESB/PRC/BAR Authenticated Eligibility/Rating
5. Copy of the highest educational attainment TOR/Diploma certificated true copy by the University/College Registrar

**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. Certification of last year's Performance Rating in the Present Position (for applicants with work experience);
5. Copy of CSC/CESB/PRC/BAR Authenticated Eligibility/Rating
6. Copy of highest educational attainment TOR/Diploma certificated true copy by the University/College Registrar
7. Photocopy of Certificate of Employment/Service Record and training/seminar certificates;
8. Sworn Declaration/Identification of Relatives Form;

<sup>1</sup> Download forms at [https://www.philhealth.gov.ph/about\\_us/vacancies/](https://www.philhealth.gov.ph/about_us/vacancies/)

9. Certification of No Conflict of Interest Form; and
10. Non-disclosure Agreement Form.

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.

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MASTER  
COPY  
IS: *Njs* Date: *5/2/19*

**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	Assistant Vice President	05-00-0010	26	107,444	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 (2014-2019)	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 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 target through responsible planning, organizing, directing, coordinating, controlling and evaluating the programs/projects/activities of the PRO.
2	Department Manager III	06-00-0024	26	107,444	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 (2014-2019)	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	Prosecution Department	<p>Within the guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Department Manager, Prosecution Department is responsible for planning, organizing, directing, coordinating and controlling the activities of the department to achieve its established objectives and targets.</p> <p>The primary activities of the Prosecution Department include but not limited to the following: (1) shall determine probable cause and/or prima facie case of all complaints filed before it; and (2) shall perform prosecution functions.</p>

**MASTER COPY**  
 Date: 5/2/19  
 DC: aj/s