



July 22, 2019

CORPORATE MEMORANDUM

No. 2019-0048

TO : ALL INTERESTED APPLICANTS

FROM : BGEN. RICARDO C. MORALES, AFP (RET) FICD *RCM*
President and Chief Executive Officer (CEO)

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 AUG 19 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. 4. Certification of last year's Performance Rating in the Present Position (for applicants with work experience);
5. Copy of authenticated Certificate of Eligibility/rating/license;
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;
9. Certification of No Conflict of Interest Form; and
10. Non-disclosure Agreement Form.

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



Previous applicants are required to submit updated application documents (PDS, WES, among others), otherwise, evaluation of qualifications shall be based on previously submitted documents.

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.

MASTER
COPY
DC: fb-ov Date: 8/7/19



LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH CENTRAL OFFICE

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	Legal Researcher III	27-03-0014	18	40,637	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Arbitration Office	Under general supervision, gathers legal data and assists in the preparation of arguments, briefings, pleadings, draft of decisions, administrative processes and other legal documents necessary for cases for hearings/investigations under the office of the Arbitrator.
2	Legal Assistant I	26-01-0006	10	19,233	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional)/ Second Level Eligibility		Arbitration Office	Under general supervision, the Legal Assistant I performs administrative services and paralegal support to the Office of the Arbitrator
3	Senior Social Insurance Specialist	49-02-0001	18	40,637	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Benefits Development and Research Department	Under general supervision, Senior Social Insurance Specialist shall be responsible for developing new benefits and conducting researches and studies. He/she shall also conduct pilot testing of new benefits prior to implementation.
4	Attorney V	09-00-0009	25	95,083	Bachelor of Laws	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of supervisory/management experience	RA 1080	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	Fact-Finding, Investigation & Enforcement Department	Under general supervision, the Attorney V is responsible for preparing, reviewing, and analyzing documents and/or legal cases handled and filed by the Investigation Division, Fact-Finding Investigation & Enforcement Department.
5	Administrative Officer II (Republication)	16-02-0003	15	30,531	Bachelor's degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		Secretariat For The Bids and Awards Committee	Under general supervision, the Administrative Officer II shall provide technical and administrative support to the Division Chief to ensure that they can effectively and efficiently discharge his/her functions as head of the Committee.
6	Medical Specialist (Republication)	40-04-0001	21	57,805	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		Protest and Appeals Review Department	Under general supervision, assist in the review of adequacy and compliance of claims appealed by accredited providers and beneficiaries with regard to the requirements of appealed claims.

MASTER COPY
 DC: *hon* Date: *8/7/10*

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH CENTRAL OFFICE

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
7	Fiscal Controller III	32-03-0013	18	40,637	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	RA 1080 (CPA)		Comptrollership Department	Under general supervision, the Fiscal Controller III shall supervise the maintenance and preparation of complete and systematic set of records of all financial transactions related to the administrative and operating expenses of the Regional offices of the Corporation. He/She shall provide technical and administrative support to the Fiscal Controller IV to ensure he/she can effectively and efficiently discharge his/her functions as official of the Branch Accounting Team.
8	Fiscal Controller II	32-02-0018	15	30,531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		Comptrollership Department	Under general supervision, the Fiscal Controller II shall be directly in charge in monitoring and analysis of the corporate budget of various costs. He/she shall assist the Fiscal Controller III in the discharge of the following functions: Ø preparation of monthly budgetary reports on the status of Corporate Operating Budget in the Head Office. Ø provide technical and administrative assistance to ensure that budget utilizations are consistent with the Corporate Operating Budget (COB) and applicable laws, rules and regulations. Ø review and documentation of proposals submitted by all organizational units of the corporation. Ø maintenance and preparation of complete and systematic set of records of all financial transactions related to the administrative and operating expenses of the Corporation/

MASTER COPY
 DC: Bar Date: 8/7/10

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH CENTRAL OFFICE

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
9	Fiscal Controller I	32-01-0008	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Comptrollership Department	Under general supervision, the Fiscal Controller I is responsible for the maintenance of file of complete and systematic records of all financial transactions of the Corporation. He/she shall also provide administrative support to the Fiscal Controller III and other superiors to ensure he/she can effectively and efficiently discharge their functions as officials of the Branch Accounting Team.
10	Information Systems Analyst III	55-03-0004	19	45,269	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Corporate Information Security Department	With general supervision, the Information Systems Analyst III provides technical inputs/assistance in the conceptualization and drafting policies and measures to ensure the security and integrity of all corporate information assets.
11	Planning Officer III	53-03-0026	18	40,637	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Corporate Planning Department	Under general supervision, Planning Officer III shall assist in activities of the division that facilitate the strategic planning, integrated business and operational planning and policy development processes of the Corporation.
12	Planning Officer III	53-03-0024	18	40,637	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Corporate Planning Department	Under general supervision, Planning Officer III shall assist in activities of the division that facilitate the conduct of policy and operations researches, management of the corporate knowledge resource center and implementation of performance management and reporting system.
13	Planning Officer II (Republication)	53-02-0001	15	30,531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		Corporate Planning Department	Under general supervision, Planning Officer II shall assist in activities of the division that facilitate the conduct of policy and operations researches, management of the corporate knowledge resource center and implementation of performance management and reporting system.

MASTER COPY
 DC: *H* Date: *8/7/19*

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH CENTRAL OFFICE

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
14	Executive Assistant IV	10-04-0005	22	65,319	Bachelor's degree	16 hours of training	3 years experience	Career Service (Professional)/ Second Level Eligibility		Fund Management Sector	Under general supervision, the Executive Assistant IV of the Office of the Senior Vice President, Fund Management Sector shall assist in implementing the administrative and technical decisions by the Senior Vice President and performs a variety of administrative and technical duties in support of this function.
15	Human Resource Management Officer III	22-03-0001	18	40,637	Bachelor's degree	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Human Resource Department	Under general supervision, the Human Resource Management Officer III shall be responsible for the development/implementation of minor HR Systems/Programs affecting/covering the entire corporation.
16	Human Resource Management Officer I	22-01-0006	11	20,754	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Human Resource Department	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.
17	Human Resource Management Assistant	21-01-0004	8	16,758	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/First Level Eligibility		Human Resource Department	Under general supervision, the Human Resource Management Assistant shall provide general non-technical HR services particularly in the areas of 201 file maintenance, attendance monitoring, leave administration, loans processing, conduct of trainings/seminars and performance management.
18	Clerk III	20-03-0006	6	14,847	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional)/ First Level Eligibility		International and Local Engagement Department	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.
19	Senior Social Insurance Specialist	49-02-0008	18	40,637	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Member Management Group	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

MASTER COPY
 DC: Hbar Date: 8/7/19

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH CENTRAL OFFICE

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
20	Administrative Officer II	16-02-0001	15	30,531	Bachelor's degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		Protest and Appeals Review Department	Under general supervision, the Administrative Officer II shall provide technical and administrative support to the Administrative Officer III to ensure that unit can effectively and efficiently provide secretariat support to the Protests and Appeals Review Committee (PARC).
21	Mechanic II (Republication)	19-02-0001	6	14,847	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.
22	Fiscal Controller II	32-02-0007	15	30,531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		Treasury Department	Under general supervision, the Fiscal Controller II shall be responsible for acknowledgement, accounting and reporting of receipts on remittances of all accredited collecting agents, operating and trust receipts, fees and proceeds from settled debts due the Corporation
23	Fiscal Examiner A	33-01-0004	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Treasury Department	Under general supervision, the Fiscal Examiner A shall conduct reconciliation of all collection transaction. He/she shall provide assistance to the Fiscal Controller II to ensure that he/she can effectively and efficiently discharge his/her functions as official of the Remittance Unit.
24	Fiscal Controller I	32-01-0001	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Treasury Department	Under general supervision, the Fiscal Controller I, shall be responsible for processing and monitoring the availability of Accountable Forms (Official Receipts) to meet and sustain the requests of the organizational units, end users.

Qualified applicants are advised to send their complete application documents at the PhilHealth Central Office 709 CityState Centre Shaw Blvd., Oranbo, Pasig City or at email address recruitment@philhealth.gov.ph

COPY
 DC: *for our Data*
 8/7/19

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE NCR

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	Social Insurance Assistant I (Republication)	51-01-0054	8	16,758	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/First Level Eligibility		PhilHealth Regional Office NCR Central Branch	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.
2	Social Insurance Assistant I (Republication)	51-01-0052	8	16,758	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/First Level Eligibility		PhilHealth Regional Office NCR Central Branch	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.
3	Social Insurance Officer III	48-03-0017	15	30,531	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility		PhilHealth Regional Office NCR North: Katookan LHIO	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.
4	Medical Officer VII	08-00-0010	25	95,083	Doctor of Medicine	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of supervisory/management experience	RA 1080	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	Under general supervision, the Medical Officer VII shall be responsible for ensuring the delivery of health care services to NHIP covering, accreditation and quality assurance and claims processing.
5	Fiscal Examiner A	33-01-0028	13	25,232	Bachelor's Degree Relevant to the Job	None required	None required	Career Service Professional/ Second Level Eligibility		PhilHealth Regional Office NCR	Under general supervision, the Fiscal Examiner A shall perform various finance-related jobs.
6	Public Relations Officer B	44-02-0003	13	25,232	Bachelor's Degree Relevant to the Job	None required	None required	Career Service Professional/ Second Level Eligibility		PhilHealth Regional Office NCR	Under general supervision, the Public Relations Officer B shall provide technical assistance in ensuring synergistic implementation of the corporate Communication Plan in the PRO particularly events coordination and physical set-up, newswriting for Corporate newsletter and conduct of researches for tri-media.

MASTER COPY
 DC: Abur Date: 8/7/19

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE NCR

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
7	Social Insurance Officer I	48-01-0040	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office NCR - North Branch	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).
8	Cash Clerk III	35-03-0008	8	16,758	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/First Level Eligibility		PhilHealth Regional Office NCR - South: Makati LHIO	Under general supervision, the Cash Clerk III shall provide assistance in checks review, preparation of collection reports and other clerical works.
9	Fiscal Clerk III	31-03-0010	8	16,758	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/First Level Eligibility		PhilHealth Regional Office NCR - South Branch	Under general supervision, the Fiscal Clerk III shall provide assistance in checks review, preparation of collection reports and other clerical works.
10	Fiscal Clerk III	31-03-0009	8	16,758	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/First Level Eligibility		PhilHealth Regional Office NCR - South Branch	Under general supervision, the Fiscal Clerk III shall provide assistance in checks review, preparation of collection reports and other clerical works.
11	Social Insurance Assistant I	51-01-0083	8	16,758	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/First Level Eligibility		PhilHealth Regional Office NCR - South: Muntinlupa LHIO	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.
12	Clerk III (Republication)	20-03-0048	6	14,847	Completion of two years studies in College	None required	None required	Career Service Subprofessional/First Level Eligibility		PhilHealth Regional Office NCR	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.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office NCR, VCP Bldg., 68 Kalayaan Ave., Teachers Village West, Quezon City or at email address florentinob@philhealth.gov.ph or PRNCR-HR@philhealth.gov.ph

MASTER COPY

DC: H-ban
Date: 8/1/19

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE CAR

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	Medical Specialist I	40-04-0003	21	57,805	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office CAR	Under general supervision, the Medical Specialist I shall provide technical assistance in ensuring the proper implementation of accreditation and quality assurance program or the benefit administration program in the PRO.
2	Social Insurance Officer II	48-02-0030	13	25,232	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office CAR	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.
3	Social Insurance Assistant I	51-01-0084	8	16,758	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service Subprofessional/First Level Eligibility		PhilHealth Regional Office CAR	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.
4	Clerk III	20-03-0055	6	14,847	Completion of two years studies in College	None Required	None Required	Career Service Subprofessional/First Level Eligibility		PhilHealth Regional Office CAR	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.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office CAR, SN Oriental Traders Building, No. 19 Leonard Wood Road, Baguio City or at email address hr.procar@philhealth.gov.ph

MASTER COPY
 DC: Hb-ah Date: 8/7/10

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE I

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	Social Insurance Officer III	48-03-0057	15	30,531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office I - LHIO Vigan	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.
2	Fiscal Controller II	32-02-0033	15	30,531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office I	Under general supervision, the Fiscal Controller II shall provide assistance in billing and collections functions, financial reporting and cash management.
3	Social Insurance Officer III	48-03-0055	15	30,531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office I	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.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office I, EMDC Building, Sec. Francisco Q. Duque, Jr. Road, Tapuac District, Dagupan City or at email address hr.pro1@philhealth.gov.ph

MASTER COPY
 DC: fb-ahw Date: 8/7/19

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE II

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	Clerk III	20-03-0085	6	14,847	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office II	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.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office II, The Builder's Place, Del Rosario, Tuguegarao City or at email address hr.pro2@philhealth.gov.ph

MASTER COPY
 DC: Hb-ay Date: 8/7/19

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE III

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	Senior Social Insurance Officer	48-05-0013	18	40,637	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office III	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.
2	Social Insurance Officer III	48-03-0075	15	30,531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office III-A Balanga LHIO	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.
3	Social Insurance Officer I	48-01-0116	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office III-A Balanga LHIO	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).
4	Administrative Officer I	16-01-0025	11	20,754	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office III	Under general supervision, the Administrative Officer I shall be responsible for the records management function in the PRO.
5	Medical Specialist III	41-02-0042	23	73,811	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office III	Under general supervision, the Medical Specialist III shall be responsible for ensuring the proper implementation of accreditation and quality assurance program or the benefit administration program in the PRO.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office III, PhilHealth Building, Lazatin Blvd, Dolores, City of San Fernando, Pampanga or at email address hr.pro3a@philhealth.gov.ph

MASTER COPY

DC: *Ab-on* Date: *8/7/19*

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE IV-A

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	Social Insurance Assistant I	51-01-0132	8	16,758	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office IV-A	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.
2	Chief Social Insurance Officer	48-06-0082	22	65,319	Bachelor's degree relevant to the job	24 hours of relevant training	4 years relevant experience	Career Service (Professional)/ Second Level Eligibility		LHIO Trece Martires PhilHealth Regional Office IV-A	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.
3	Medical Officer VII	08-00-0017	25	95,083	Doctor of Medicine	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of supervisory/management experience	RA 1080	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 IV-A	Under general supervision, the Medical Officer VII shall be responsible for ensuring the delivery of health care services to NHIP covering, accreditation and quality assurance and claims processing.
4	Attorney IV (Republication)	25-04-0008	23	73,811	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA1080		PhilHealth Regional Office IV-A	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.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office IV-A, Ilayang Dupay, Lucena City or at email address hr.pro4a@philhealth.gov.ph

MASTER COPY

DC: *Hb-ah* Date: *8/7/19*

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE IV-B

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	Social Insurance Assistant II (Republication)	51-02-0080	10	19,233	Completion of two years studies in College	8 hours of relevant training	2 years of relevant experience	Career Service Subprofessional/ First Level Eligibility		PhilHealth Regional Office IV-B	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
2	Chief Social Insurance Officer (Republication)	48-06-0086	22	65,319	Bachelor's Degree Relevant to the Job	24 hours of relevant training	4 years of relevant experience	Career Service Professional/ Second Level Eligibility		LHIO Romblon, PhilHealth Regional Office IV-B	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.
3	Medical Specialist IV	41-03-0011	24	83,406	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080		PhilHealth Regional Office IV-B	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.
4	Computer Maintenance Technologist I	56-01-0007	11	20,754	Bachelor's Degree Relevant to the Job	None required	None required	Career Service Professional/ Second Level Eligibility		PhilHealth Regional Office IV-B	Under general supervision of the ITO II, the CMT I shall be responsible for network management and PC trouble-shooting.
5	Fiscal Clerk III	31-03-0026	8	16,758	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/ First Level Eligibility		PhilHealth Regional Office IV-B	Under general supervision, the Fiscal Clerk III shall provide assistance in checks review, preparation of collection reports and other clerical works.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office IV-B, Caedo Commercial Center, Calicanto, Batangas City or at email address hr.pro4b@philhealth.gov.ph

MASTER COPY
 DC: Abstr Date: 8/7/19

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE V

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	Social Insurance Officer I	48-01-0159	11	20,754	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office V	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).
2	Administrative Officer I	16-01-0047	11	20,754	Bachelor's degree	None Required	None Required	Career Service (Professional)/ Second Level Eligibility		LHIO Sorsogon - PhilHealth Regional Office V	Under general supervision, the Administrative Officer I shall be responsible for the records management function in the PRO-Branch.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office V, ANST 3 Bldg., Alternate Road, Legaspi City or at email address hr.pro5@philhealth.gov.ph

MASTER COPY
 DC: H. am Date: 8/7/19

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE VI

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	Fiscal Controller I	32-01-0084	11	20,754	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional/Second Level Eligibility		PhilHealth Regional Office VI - Antique LHIO	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.
2	Social Insurance Officer I	48-01-0169	11	20,754	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional/Second Level Eligibility		PhilHealth Regional Office VI	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).
3	Social Insurance Officer I	48-01-0172	11	20,754	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional/Second Level Eligibility		PhilHealth Regional Office VI	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).
4	Social Insurance Assistant I	51-01-0164	8	16,758	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/First Level Eligibility		PhilHealth Regional Office VI	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.

MASTER COPY
 DC: *Hb-ann* Date: *8/17/19*

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office VI, Gaisano Capital Bldg., Luna St., La Paz, Iloilo City or at email address hr.pro6@philhealth.gov.ph

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE VII

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	Fiscal Controller I	32-01-0090	11	20,754	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional/Second Level Eligibility		PhilHealth Regional Office VII - Dumaguete LHIO	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.
2	Fiscal Controller I	32-01-0091	11	20,754	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional/Second Level Eligibility		PhilHealth Regional Office VII - Danao LHIO	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.
3	Social Insurance Assistant II	51-02-0112	10	19,233	Completion of two years studies in College	8 hours of relevant training	2 years of relevant experience	Career Service Subprofessional/First Level Eligibility		PhilHealth Regional Office VII - Tagbilaran LHIO	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
4	Social Insurance Assistant II	51-02-0108	10	19,233	Completion of two years studies in College	8 hours of relevant training	2 years of relevant experience	Career Service Subprofessional/First Level Eligibility		PhilHealth Regional Office VII	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
5	Social Insurance Assistant I	51-01-0181	8	16,758	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/First Level Eligibility		PhilHealth Regional Office VII	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.
6	Social Insurance Assistant I	51-01-0177	8	16,758	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/First Level Eligibility		PhilHealth Regional Office VII	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.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office VII, 9TH Floor, The Golden Peak Hotel & Suites, Gorordo Ave., Cor. Escario St., Cebu City or at email address hr.pro7@philhealth.gov.ph

MASTER COPY
 DC: *[Signature]*
 Date: *[Date]*

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE VIII

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	Chief Social Insurance Officer	48-06-0111	22	65,319	Bachelor's Degree Relevant to the Job	24 hours of relevant training	4 years relevant experience	Career Service Professional/Second Level Eligibility		PhilHealth Regional Office VIII - Ormoc LHIO	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.
2	Chief Social Insurance Officer	48-06-0109	22	65,319	Bachelor's Degree Relevant to the Job	24 hours of relevant training	4 years relevant experience	Career Service Professional/Second Level Eligibility		PhilHealth Regional Office VIII - Catarman LHIO	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.
3	Social Insurance Officer III	48-03-0123	15	30,531	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility		PhilHealth Regional Office VIII	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.
4	Social Insurance Officer II	48-02-0091	13	25,232	Bachelor's Degree Relevant to the Job	None required	None required	Career Service Professional/Second Level Eligibility		PhilHealth Regional Office VIII	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.
5	Human Resource Management Officer	22-01-0018	11	20,754	Bachelor's Degree	None required	None required	Career Service Professional/Second Level Eligibility		PhilHealth Regional Office VIII	Under general supervision, the HRM Officer I shall provide administrative support in the conduct of programs and activities in the HR PRO consistent with the corporate HR policies, strategies and plans.

MASTER COPY
 Date: 8/7/19
 DC: [Signature]
 [Signature]

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE VIII

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	Social Insurance Assistant II	51-02-0122	10	19,233	Completion of two years studies in College	8 hours of relevant training	2 years relevant experience	Career Service Subprofessional/First Level Eligibility		PhilHealth Regional Office VIII - Tacloban LHIO	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
7	Social Insurance Assistant I	51-01-0202	8	16,758	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/First Level Eligibility		PhilHealth Regional Office VIII - Catarman LHIO	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.
8	Social Insurance Assistant I	51-01-0191	8	16,758	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/First Level Eligibility		PhilHealth Regional Office VIII - Catarman LHIO	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.
9	Social Insurance Assistant I	51-01-0194	8	16,758	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/First Level Eligibility		PhilHealth Regional Office VIII - Tacloban LHIO	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.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office VIII, 2/F PhilHealth Bldg. 2, P. Burgos St., Tacloban City or at email address hr.pro8@philhealth.gov.ph

MASTER COPY
 DC: *ab-ahw* Date: *8/7/19*

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE IX

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	Social Insurance Assistant I (Republication)	51-01-0214	8	16,758	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office IX	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.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office IX BGIDC Bldg., Gov. Lim Avenue, Zamboanga City or at email address hr.pro9@philhealth.gov.ph

MASTER COPY
 DC: fb-ethw Date: 8/7/19

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE X

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	Social Insurance Assistant II	51-02-0134	10	19,233	Completion of two years studies in College	8 hours of relevant training	2 years relevant experience	Career Service Subprofessional/First Level Eligibility		PhilHealth Regional Office X	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
2	Clerk III	20-03-0099	6	14,847	Completion of two years studies in College	None required	None required	Career Service Subprofessional/First Level Eligibility		PhilHealth Regional Office X	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.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office X, 8th Flr., Gateway Tower 2 Limketkai Centre, Lapasan Highway, Cagayan De Oro City or at email address hr.pro10@philhealth.gov.ph

MASTER COPY
 DC: Ab-ehw Date: 8/7/19

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE XII

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	Medical Specialist I (Republication)	40-04-0038	21	57,805	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office XII	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers.
2	Fiscal Controller III	32-03-0045	18	40,637	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office XII	Under general supervision, the Fiscal Controller III shall perform responsible jobs in preparation of accounting- related reports, budgeting and fund disbursement.
3	Social Insurance Officer I	48-01-0241	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office XII - Kidapawan LHIO	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).

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office XII, CSA I Building cor Zulueta St., General Santos Drive, City of Koronadal, South Cotabato or at email address bismare@philhealth.gov.ph

MASTER COPY
 DC: fb-estm Date: 8/7/10

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE CARAGA

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	Medical Officer VII	08-00-0027	25	95,083	Doctor of Medicine	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of supervisory/management experience	RA 1080	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	PRO CARAGA	Under general supervision, the Medical Officer VII shall be responsible for ensuring the delivery of health care services to NHIP covering, accreditation and quality assurance and claims processing.
2	Medical Specialist I (Republication)	40-04-0039	21	57,805	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PRO CARAGA	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers.
3	Fiscal Controller III	32-03-0046	18	40,637	Bachelor's Degree Relevant to the Job	8 hours of relevant training	2 years relevant experience	RA 1080 (CPA)		PRO CARAGA	Under general supervision, the Fiscal Controller III shall perform responsible jobs in preparation of accounting- related reports, budgeting and fund disbursement.
4	Legal Researcher	27-02-0009	13	25,232	Bachelor's Degree Relevant to the Job	None required	None required	Career Service Professional/ Second Level Eligibility		PRO CARAGA	Under general supervision, the Legal Researcher shall provide assistance in gathering data and legal researches necessary in the PRO.
5	Fiscal Controller I	32-01-0127	11	20,754	Bachelor's Degree Relevant to the Job	None required	None required	Career Service Professional/ Second Level Eligibility		PRO CARAGA - LHIO Tandag	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.
6	Fiscal Clerk III	31-03-0065	8	16,758	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional)/ First Level Eligibility		PRO CARAGA	Under general supervision, the Fiscal Clerk III shall provide assistance in checks review, preparation of collection reports and other clerical works.
7	Social Insurance Assistant II	51-02-0173	10	19,233	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	Career Service (Subprofessional)/ First Level Eligibility		PRO CARAGA - LHIO Tandag	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

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office CARAGA, 766 Lynzee's Bldg., J. Rosales Ave., Butuan City or at email address hr.procaraga@philhealth.gov.ph

WASTE COPY
 Date: 8/14/19
 DC: [Signature]

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE ARMM

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	Attorney IV	25-04-0019	23	73,811	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080		PRO ARMM	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.
2	Medical Specialist I (Republication)	40-04-0040	21	57,805	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		PRO ARMM	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers
3	Social Insurance Officer I	48-01-0250	11	20,754	Bachelor's Degree Relevant to the Job	None required	None required	Career Service Professional/ Second Level Eligibility		PRO ARMM	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).
4	Clerk III	20-03-0118	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office ARMM	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.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office ARMM, Khouzbary Business Complex, Jafar Ali Bin Talib St., New Capitol Heights, Marawi Poblacion, Marawi City or at email address hr.proarrrm@philhealth.gov.ph

MASTER COPY
 DC: Arbol Date: 5/11/16