



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

Citystate Centre, 709 Shaw Boulevard, Pasig City
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www.philhealth.gov.ph



PhilHealth@24:
Tungo sa Kalusugan
Para sa Lahat

July 23, 2019

CORPORATE MEMORANDUM

No. 2019- 0052

TO : ALL INTERESTED APPLICANTS

FROM : **BGEN. RICARDO C. MORALES, AFP (RET) FICD**
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 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 AUG 27 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);

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

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 Date: 8/15/19
 LMD

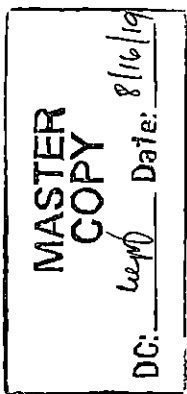


5. Copy of CSC/CESB/PRC/BAR Authenticated Eligibility/Rating
6. Copy of highest educational attainment TOR/Diploma certificated true copy by the University/College Registrar
7. Photocopy of Certificate of Employment/Service Record and training/seminar certificates;
8. Sworn Declaration/Identification of Relatives Form;
9. Certification of No Conflict of Interest Form; and
10. Non-disclosure Agreement Form.

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.



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	Senior Vice-President (republishation)	03-00-0004	28	137,195	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 (2015-2019)	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 Preference: A fellow or a Certified Actuary or a candidate who passed the examination required by the Actuarial Society of the Philippines.	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.
2	Assistant Vice President (republishation)	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 (2015-2019)	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.
3	Department Manager III (republishation)	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 (2015-2019)	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	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. 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.
4	Department Manager III (republishation)	06-00-0003	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 (2015-2019)	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	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.

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 Date: 8/16/19

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)		
5	Department Manager III (republication)	06-00-0009	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 (2015-2019)	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	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.
6	Department Manager III (republication)	06-00-0027	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 (2015-2019)	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	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.
7	Department Manager III (republication)	06-00-0014	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 (2015-2019)	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	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.
8	Department Manager III (republication)	06-00-0018	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 (2015-2019)	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 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.
9	Department Manager III (republication)	06-00-0019	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 (2015-2019)	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 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.

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