



August 16, 2019

CORPORATE MEMORANDUM

No. 2019-0054

TO : ALL INTERESTED APPLICANTS

FROM : BGEN. RICARDO C. MORALES, AFP (RET) FICD ¹
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 SEP 16 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 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: *Key's* Date: *2/6/19*



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	Human Resource Management Officer III	22-03-0002	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.
2	Senior Social Insurance Specialist (republication)	49-02-0009	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 (to be assigned in CADT)	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

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 on or before **September 16, 2019**.

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 DC: WJS Date: 9/6/19

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	Medical Specialist III	41-02-0035	23	73,811	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080		PhilHealth Regional Office NCR South Branch	Under general supervision, the Medical Specialist III shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers.
2	Medical Specialist III	41-02-0031	23	73,811	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080		PhilHealth Regional Office NCR South Branch	Under general supervision, the Medical Specialist III shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers.
3	Social Insurance Officer III (republification)	48-03-0042	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 South Branch	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 Assistant I	51-01-0047	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.
5	Fiscal Controller I	32-01-0038	11	20,754	Bachelor's Degree Relevant to the Job	None required	None required	Career Service Professional/ Second Level Eligibility		PhilHealth Regional Office NCR South Branch	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

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 PRONCR-HR@philhealth.gov.ph on or before **September 16, 2019**.

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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	Planning Assistant I	52-01-0006	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 Planning Assistant I provides administrative assistance in the formulation of regional plans in accordance with the overall Corporate Plan.
2	Cash Clerk III	35-03-0030	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		LHIO Tanauan	Under general supervision, the Cash 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 psc.pro4b@philhealth.gov.ph on or before **September 16, 2019**.

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

No.	Position Title	Plant/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	51-02-0107	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

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 on or before **September 16, 2019**.

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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	Attorney IV	25-04-0017	23	73,811	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office XII	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 XII, CSA I Building cor Zulueta St., General Santos Drive, City of Koronadal, South Cotabato or at email address bismare@philhealth.gov.ph on or before **September 16, 2019**.

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 Date: 9/6/19
 RG: MYS