



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



PhilHealth@24:
 Tungo sa Kalusugan
 Para sa Lahat

September 9, 2019

CORPORATE MEMORANDUM

No. 2019-0063

TO : ALL INTERESTED APPLICANTS

FROM : BGEN. RICARDO C. MORALES, AFP (RET) FICD *RM*
 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 OCT 07 2019:

Internal Applicant:

1. Application Form (maximum of three positions only)²;
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 (maximum of three positions only);
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;

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

² Compliance to Corporate Order No. 2016-0072, Part IV., B. No. 1. An applicant shall be allowed to apply and undergo assessment for a maximum of three (3) positions at a time. Applicants are required to indicate the order of preference of the positions they applied for in the Application Matrix (Form).

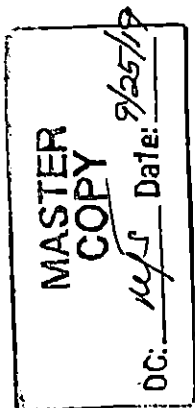
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8. Sworn Declaration/Identification of Relatives Form;
9. Certification of No Conflict of Interest Form; and
10. Non-disclosure Agreement Form.

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.



LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE 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 IV	22-04-0001	22	65,319	Bachelor's degree	16 hours of relevant training	3 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Human Resource Department	Under general supervision, the HRMO IV shall be responsible for the development/implementation of major HR Systems/Programs affecting/covering the entire corporation.
2	Administration Services Assistant C	15-03-0077	8	16,758	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility		Physical Resources and Infrastructure Department	Under general supervision, the Administration Services Assistant C shall perform a variety of administrative duties in the discharge of the functions of the Department/Office.
3	Administrative Officer III	16-03-0003	18	40,637	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Physical Resources and Infrastructure Department	Under general supervision, the Administrative Officer III shall be responsible for the acquisition, cataloging, maintenance, archival and issuance of library materials. The Administrative Officer III shall also ensure the efficient circulation of in-demand library materials, implement efficient systems to improve library services and index all NHIP related literature in newspapers and periodicals.
4	Senior Management Specialist	13-03-0009	19	45,269	Bachelor's degree relevant to the Job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Organization and Systems Development Office	The Senior Management Specialist, also known as Associate OD Specialist, requires professional work from simple to moderately complex level of difficulty. He/She is expected to possess in-depth knowledge within one or more organization design / development specialties. This position receives less immediate supervision when compared to Management Specialist II. He/She may be assigned to perform function in any or combination of the organizational design / development project teams - business process review, organization design/restructuring, workforce planning and quality management.

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

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 Assistant I	51-01-0098	8	16,758	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional)/ First Level Eligibility		PhilHealth Regional Office I	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 I EMDC Building, Sec. Francisco Q. Duque Jr. Road, Tapuac District, Dagupan City or at email address hr.pro1@philhealth.gov.ph

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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	Fiscal Controller I	32-01-0068	11	20754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IVA - LHIO Calamba	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 IV-A, Lucena Grand Central Terminal, Ilayang Dupay, Lucena City or at email address hr.pro4a@philhealth.gov.ph

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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	Medical Specialist I	40-04-0014	21	57,805	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office V	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers
2	Planning Officer III	53-03-0011	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 V	Under general supervision, the Planning Officer III provides technical assistance in the formulation of regional plans in accordance with the overall Corporate Plan.
3	Social Insurance Officer III	48-03-0102	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		PRO V-LHIO Camarines Sur	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 II	51-02-0090	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 V-LHIO Camarines Sur	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	Clerk III	20-03-0080	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office V	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 V, ANST 3 Bldg., Alternate Road, Legaspi or at email address hr.pro5@philhealth.gov.ph

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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	Executive Assistant II	10-02-0013	17	38,942	Bachelor's degree	4 hours of training	1 year experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office XII	Under general supervision, the Executive Assistant II, shall provide technical administrative support to the Assistant Vice President to ensure that he/she effectively and efficiently discharges his/her functions as Head of 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 email at hr.pro12@philhealth.gov.ph

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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	Administration Services Assistant C	15-03-0100	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 Caraga	Under general supervision, the Administration Services Assistant C of the Office of the Assistant Vice-President shall assist in 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 Caraga, 766 Lyzee's Bldg., J. Rosales Ave., Butuan City or at email address caraga@philhealth.gov.ph

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