



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

December 2, 2019

CORPORATE MEMORANDUM

No. 2019- 0077

TO : ALL INTERESTED APPLICANTS

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

SUBJECT : Notice of Vacant Executive/Managerial Position in the Second Level

Attached is the vacant Executive/Managerial Position in the Second Level in the Corporation with the corresponding item number, salary grade and qualification standards for filling-in. Said position is 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.

PhilHealth recognizes equal opportunity and all qualified applicants will receive consideration for employment without regard to age, ethnicity, religion, sex, civil status, national origin, disability status, political affiliation, or any other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.

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 DEC 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

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

MASTER COPY
 Date: 12/2/19
 DC: NCS



External Applicant:

1. Application Form;
2. Fully Accomplished Personal Data Sheet (PDS) or CS Form No. 212, Revised 2017;
3. Work Experience Sheet (WES);
4. Certification of last year's Performance Rating in the Present Position (for applicants with work experience);
5. Copy of CSC/CESB/PRC/BAR Authenticated Eligibility/Rating
6. Copy of highest educational attainment TOR/Diploma certificated true copy by the University/College Registrar
7. Photocopy of Certificate of Employment/Service Record and training/seminar certificates;
8. Sworn Declaration/Identification of Relatives Form;
9. Certification of No Conflict of Interest Form; and
10. Non-disclosure Agreement Form.

Only applications submitted with complete documents shall be considered for evaluation. After such period, no applications shall be entertained.

You may contact HRD at (02) 441-7442 local 7524 for queries on matters not covered by this advisory.



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List of Vacant Executive/Managerial Position In the Second Level

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	Executive Vice President (Chief Operating Officer)	02-00-0001	29	155,030	Master's Degree* OR Certificate in Leadership and Management (C-Pro) from CSC * Completion of the Degrees of Bachelor of Laws and Doctor of Medicine, or holders of Career Executive Service (CES) or Career Service Executive (CSE) eligibility shall be considered to have met the masters degree requirement - or - Bachelor's degree in Accountancy	120 hours of supervisory/management learning and development intervention	5 years of supervisory experience	Career Service (Professional)/ Second Level Eligibility - or - RA 1080 (CPA)/ CES/ CSE Eligibility		Office of the Chief Operating Officer	Within guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Executive Vice President is responsible for managing the day-to-day operations of the Corporation. He/she shall provide assistance to the President and CEO in implementing the general policy and strategic direction established by the Board of Directors for the implementation of the Universal Health Care Act.

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

MASTER COPY
 Date: 12/2/19
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