

Republic of the Philippines

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PHILIPPINE HEALTH INSURANCE CORPORATION

Citystate Centre, 709 Shaw Boulevard, Pasig City

Call Center. (02) 441-7442 Trunkline: (02) 441-7444

www.philhealth.gov.ph



December 2, 2019

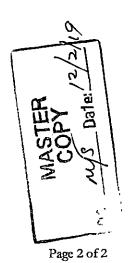
		CE ME	MORANDUM							
No. 2019										
то		:	ALL INTERESTED APPLICANTS							
FRO	M	:	BGEN. RICARDO C. MORALES, AFP (RET) FICIAL President and Chief Executive Officer (CEO)							
SUB	JECT	:	Notice of Vacant Executive/Managerial Position in the Second Level							
the co	orrespon o publish 18 regard	ding iter led in th	Executive/Managerial Position in the Second Level in the Corporation with number, salary grade and qualification standards for filling-in. Said position see CSC website at http://ncr.csc.gov.ph in compliance to CSC MC No. 14, nibus Rules on Appointments and Other Human Resource Action, Revised							
emple status	oyment v s, politica	vithout I affiliat	equal opportunity and all qualified applicants will receive consideration for regard to age, ethnicity, religion, sex, civil status, national origin, disability ion, or any other similar factors/personal circumstances which run countererit and fitness for the job and equal employment opportunity.							
Depa	rtment, I	Room 1	re advised to submit the following requirements ¹ to the Human Resource 509 CityState Center Bldg., 709 Shaw Blvd., Brgv. Oranbo, Pasig City or at nent@philhealth.gov.ph on or before:							
1. 2. 3.	Work Ex Copy of Copy of	ion Fon complis cperience CSC/C the hig	hed Personal Data Sheet (PDS) or CS Form No. 212, Revised 2017; and the Sheet (WES) ESB/PRC/BAR Authenticated Eligibility/Rating thest educational attainment TOR/Diploma certificated true copy by the tage Registrar							
3 sowi	nload form	s at https	://www.philhealth.gov.ph/about_us/vacancies/							
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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.





List of Vacant Executive/Managerial Position in the Second Level

No.	Position Title	Plantilla Item No.	Salary Grade	1 - 1	Qualification Standards					Place of	
					Education	Training	Experience	Eligibility	Competency (if applicable)		Job Summary
1	Executive Vice President (Chief Operating Officer)	02-00-0001	29	155,030	Master's Degree* OR Certificate in Leadership and Manegement (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 Etigibility - 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 (Philitealth) 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

