



Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**

Citystate Centre, 709 Shaw Boulevard, Pasig City  
 Call Center: (02) 8441-7442 Trunkline: (02) 8441-7444  
[www.philhealth.gov.ph](http://www.philhealth.gov.ph)



UNIVERSAL HEALTH CARE  
 SALIGORAN AY SA LUNGA TASA SA LAPAT

January 16, 2020

**CORPORATE MEMORANDUM**

No. 2020- 0012

**TO :** ALL INTERESTED APPLICANTS

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

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 requirements<sup>1</sup> to the concerned offices until FEB 17 2020:

**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;

Download forms at [https://www.philhealth.gov.ph/about\\_us/vacancies/](https://www.philhealth.gov.ph/about_us/vacancies/)

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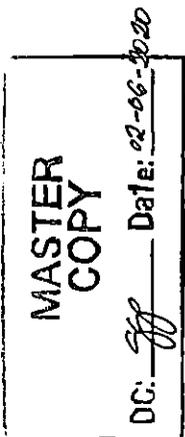


3. Work Experience Sheet (WES);
4. Certification of last year's Performance Rating in the Present Position (for applicants with work experience);
5. Copy of CSC/CESB/PRC/BAR Authenticated Eligibility/Rating
6. Copy of highest educational attainment TOR/Diploma certificated true copy by the University/College 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 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	Senior Auditing Systems Specialist	13-03-0004	19	45,269	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Operations Audit Department	Under general supervision, the Senior Auditing Systems Specialist of the Operations Audit Department supervises and participates in the conduct of internal audit work; performs other related work.
2	Auditing Systems Specialist II	13-02-0005	16	33,584	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Operations Audit Department	Under general supervision, the Auditing Systems Specialist II of the Operations Audit Department performs difficult and responsible professional internal auditing and other related work.
3	Auditing Systems Specialist I	13-01-0008	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Operations Audit Department	Under general supervision, the Auditing Systems Specialist I of the Operations Audit Department performs simple and routine professional internal auditing and other related work.
	Auditing Systems Specialist I	13-01-0004	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Operations Audit Department (to be assigned in Task Force IT Audit)	Under general supervision, the Auditing Systems Specialist I of the Operations Audit Department performs simple and routine professional internal auditing and other related work.
5	Auditing Systems Specialist I (Republication)	13-01-0005	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Operations Audit Department	Under general supervision, the Auditing Systems Specialist I of the Operations Audit Department performs simple and routine professional internal auditing and other related work.
6	Public Relations Officer III	45-03-0002	18	40,637	Bachelor's degree	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Public Affairs Department (Corporate Communications Department)	Under general supervision, the Public Relations Officer III shall prepare, implement and monitor implementation of public relations strategies on ensuring synergistic implementation of the Corporate Communications Plan.
7	Public Relations Officer I	45-01-0002	11	20,754	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Public Affairs Department (Corporate Communications Department)	Under general supervision, the Public Relations Officer I shall provide administrative support in the conduct of activities in ensuring synergistic implementation of corporate Communication Plan.
8	Administration Services Assistant C	15-03-0011	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		Risk Management Department - PMT	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.
9	Information Systems Analyst	55-02-0023	16	33,584	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Corporate Information Security Department	Within guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation and relevant government regulations, the Information Technology Officer II shall assist in planning, directing, supervising, coordinating and controlling the activities of the division in the accomplishment of the following: a Develop ICT strategic and operational plans, policies, standards, guidelines, procedures, and monitoring tools; b Ensuring the timely completion of information system projects and compliance with policies, standards and budgetary requirements; c Conduct of research in forefront and diverse high performance computing and ICT infrastructure; d Providing ICT inputs in the development and standardization of corporate forms; Set standards and specifications for IT services, systems, hardware and software procurement and maintenance contracts in coordination with concerned units.

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 DC: *[Signature]* Date: *02-16-2020*

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)		
10	Information Technology Officer III (Republication)	57-03-0001	24	86,406	Master's Degree OR Certificate of Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional)/ Second Level eligibility		Corporate Information Security Department	Within guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation and relevant government regulations, the Information Technology Officer II shall assist in planning, directing, supervising, coordinating and controlling the activities of the division in the accomplishment of the following: - Develop ICT strategic and operational plans, policies, standards, guidelines, procedures, and monitoring tools; - Ensuring the timely completion of information system projects and compliance with policies, standards and budgetary requirements; - Conduct of research in forefront and diverse high performance computing and ICT infrastructure; - Providing ICT inputs in the development and standardization of corporate forms; - Set standards and specifications for IT services, systems, hardware and software procurement and maintenance contracts in coordination with concerned units.
11	Clerk III	20-03-0119	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Corporate Information Security Department	Under general supervision, the Clerk III shall be responsible in performing a variety of administrative duties in the discharge of the official functions of the division/office/department.
12	Human Resource Management Officer I	22-01-0003	11	20,754	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Human Resource Department	Under general supervision, the Human Resource Management Officer I, shall provide technical services in the areas including sourcing of applicants, administration of employment tests, processing of employment papers, payroll updating, training facilitation, management of minor work-life balance projects and HRIS management.
13	Attorney V	09-00-0004	25	95,083	Master's Degree OR Certificate of Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service Professional/Second Level eligibility		Prosecution Department	Under general supervision, the Attorney V is responsible for preparing, reviewing, and analyzing documents and/or legal cases handled and filed by the Prosecution Department.
14	Administration Services Assistant C	15-03-0015	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		Quality Assurance Group	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.
15	Medical Specialist III (Republication)	41-02-0010	23	73,811	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		Standards and Monitoring Department	Under general supervision, the Medical Specialist III shall assist in developing quality assurance and accreditation policies and in conducting related studies and researches.
16	Medical Specialist III (Republication)	41-02-0012	23	73,811	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		Standards and Monitoring Department	Under general supervision, the Medical Specialist III shall assist in developing quality assurance and accreditation policies and in conducting related studies and researches.
17	Social Insurance Specialist	49-01-0004	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		Standards and Monitoring Department	Under general supervision, the Social Insurance Specialist of the Policy Research and Standards Development Division shall assist in the development of quality assurance and accreditation policies for professional Health Care Providers (HCPs) and in conducting related studies and researches that shall ensure quality service from accredited HCPs.

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DC: JF Date: 02-16-2020

**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)		
18	Social Insurance Analyst I	50-01-0001	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Standards and Monitoring Department	Under general supervision, the Social Insurance Analyst I of the Policy Research and Standards Development Division shall provide technical and administrative assistance in the development of quality assurance and accreditation policies for professional Health Care Providers (HCPs).
19	Fiscal Controller III	32-03-0014	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		Comptrollership Department	Under general supervision, the Fiscal Controller III shall supervise the maintenance and preparation of complete and systematic set of records of all financial transactions related to the administrative and operating expenses of the Corporation. He/She shall provide technical and administrative support to the Fiscal Controller IV to ensure he/she can effectively and efficiently discharge his/her functions as official of the Corporate Accounting Team.
20	Social Insurance Specialist (Republication)	49-01-0012	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		Overseas Filipino Program (to be assigned in Corporate Planning Department)	Under general supervision, the Social Insurance Specialist shall be responsible for the conduct of project development and monitoring activities involving non-major projects under the Overseas Filipino Program. He/she shall likewise take active participation in the development and monitoring of major projects under the direct supervision of the concerned Project Head.
21	Social Insurance Officer I (Republication)	48-01-0002	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Overseas Filipino Program (to be assigned in Social Health Insurance Academy)	Under general supervision, the Social Insurance Officer I shall provide assistance in any of the following areas: a) marketing/advocacy; b) screening and validation of membership application/amendment forms; c) monitoring of accounts of small to medium sized agencies; d) computation of benefit (performance standards less than SIO II); and e) accreditation of health care professionals and health care providers (less problematic case).
	Social Insurance Officer I (Republication)	48-01-0025	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Special Programs Department (Overseas Filipino Program)	Under general supervision, the Social Insurance Officer I shall provide assistance in any of the following areas: a) marketing/advocacy; b) screening and validation of membership application/amendment forms; c) monitoring of accounts of small to medium sized agencies; d) computation of benefit (performance standards less than SIO II); and e) accreditation of health care professionals and health care providers (less problematic case).
23	Fiscal Controller II (Republication)	32-02-0007	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		Treasury Department	Under general supervision, the Fiscal Controller II shall be responsible for acknowledgement, accounting and reporting of receipts on remittances of all accredited collecting agents, operating and trust receipts, fees and proceeds from settled debts due the Corporation
24	Fiscal Examiner A (Republication)	33-01-0008	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Treasury Department	Under general supervision, the Fiscal Examiner A shall conduct reconciliation of all collection transaction. He/she shall provide assistance to the Fiscal Controller II to ensure that he/she can effectively and efficiently discharge his/her functions as official of the Remittance Unit.

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**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)		
25	Administrative Officer II	16-02-0009	15	30,531	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Physical Resource and Infrastructure Department	Under general supervision, the Administrative Officer II of the General Support and Allied Services Team is responsible for providing general support and allied services.
26	Administrative Officer I	16-01-0007	11	20,754	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Physical Resources and Infrastructure Dept.	Under general supervision, the Administrative Officer I of the General Support & Allied Services Team is responsible for the repairs, maintenance and disposal of printing equipment, including procurement of services for the repair and maintenance.
27	Clerk III	20-03-0020	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Physical Resources and Infrastructure Dept.	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.
28	Social Insurance Assistant I	51-01-0023	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		Member Management Group (to be assigned Corporate Affairs Group)	Under general supervision, the Social Insurance Assistant I shall provide general non-technical assistance in the development and monitoring of projects under marketing and collection department.
29	Process Server II	30-02-0002	6	14,847	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Prosecution Department	Under general supervision, the Process Server II is responsible for serving and receiving orders, processes, and such other documents to and from the Office of the Prosecutor.

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](mailto:recruitment@philhealth.gov.ph) on or before FEB 17 2020.

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 DC: *JJP* Date: *02-06-2020*

**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE)**

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 III	32-03-0016	18	40,637	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office NCR	Under general supervision, the Fiscal Controller III shall perform responsible jobs in preparation of accounting- related reports, budgeting and fund disbursement.
2	Medical Specialist III (Republication)	41-02-0025	23	73,811	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office NCR - North Branch (Manila Proper)	Under general supervision, the Medical Specialist III shall be responsible for ensuring the proper implementation of accreditation and quality assurance program or the benefit administration program in the PRO.
3	Social Insurance Officer II	48-02-0014	13	25,232	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office NCR - Central Branch	Under general supervision, the Social Insurance Officer II shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of small-sized organized groups/private and government agencies; b) benefit payment computation; and member data management.
4	Social Insurance Officer II	48-02-0001	13	25,232	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office NCR	Under general supervision, the Social Insurance Officer II shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of small-sized organized groups/private and government agencies; b) benefit payment computation; and member data management.
5	Senior Social Insurance Officer	48-05-0007	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 NCR	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.
6	Social Insurance Officer I	48-01-0066	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Pasig Service Office (Branch PMAC)	Under general supervision, the Social Insurance Officer I shall provide assistance in any of the following areas: a) marketing/advocacy; b) screening and validation of membership application/amendment forms; c) monitoring of accounts of small to medium sized agencies; d) computation of benefit (performance standards less than SIO II); and e) accreditation of health care professionals and health care providers (less problematic case).

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Date: 02-06-2020  
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**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE)**

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
7	Social Insurance Assistant I	51-01-0035	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 - North Branch (Manila Proper)	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.
8	Planning Officer III	53-03-0002	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 NCR - North Branch (Manila Proper)	Under general supervision, the Planning Officer III provides technical assistance in the formulation of regional plans in accordance with the overall Corporate Plan.
9	Social Insurance Officer III	48-03-0031	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 - Central Branch Morong Service Office	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.
10	Chief Social Insurance Officer	48-06-0010	22	65,319	Bachelor's degree relevant to the job	24 hours of relevant training	4 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office NCR - South Branch	Under general supervision, the Chief Social Insurance Officer shall be responsible for the supervision of program implementation in membership management and/or collection/contribution management.
11	Clerk III	20-03-0051	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office NCR - North Branch (Manila Proper)	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 VCP Bldg., Block 56 Lot 11, No. 68 Kalayaan Ave., Teacher's Village West, Quezon City or at email address [hr.proncr@philhealth.gov.ph](mailto:hr.proncr@philhealth.gov.ph) on or before **February 17, 2020**.

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 DC: Jff Date: 02-06-2020

**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE)**

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	40-04-0003	21	57,805	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office CAR	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers
2	Social Insurance Officer I	48-01-0075	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office CAR	Under general supervision, the Social Insurance Officer I shall provide assistance in any of the following areas: a) marketing/advocacy; b) screening and validation of membership application/amendment forms; c) monitoring of accounts of small to medium sized agencies; d) computation of benefit (performance standards less than SIO II); and e) accreditation of health care professionals and health care providers (less problematic case).
3	Clerk III	20-03-0054	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office CAR	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 SN Oriental Traders Bldg., No. 19 Leonard Wood Road, Baguio City or at email address [hr.procar@philhealth.gov.ph](mailto:hr.procar@philhealth.gov.ph) on or before FEB 17 2020.

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No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
	Social Insurance Officer I	48-01-0089	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Alaminos Service Office	Under general supervision, the Social Insurance Officer I shall provide assistance in any of the following areas: a) marketing/advocacy; b) screening and validation of membership application/amendment forms; c) monitoring of accounts of small to medium sized agencies; d) computation of benefit (performance standards less than SIO II); and e) accreditation of health care professionals and health care providers (less problematic case).
2	Fiscal Clerk III	31-03-0013	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 I	Under general supervision, the Fiscal Clerk III shall provide assistance in checks review, preparation of collection reports and other clerical works.
3	Clerk III	20-03-0059	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office I	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 I EMDC Building, Sec. Francisco Q. Duque Jr. Road, Tapuac District, Dagupan City or at email address [hr.pro1@philhealth.gov.ph](mailto:hr.pro1@philhealth.gov.ph) on or before FEB 17 2020.

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**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE)**

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 Officer III	53-03-0007	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 II	Under general supervision, the Planning Officer III provides technical assistance in the formulation of regional plans in accordance with the overall Corporate Plan.
	Public Relations Officer III	45-03-0007	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 II	Under general supervision, the Public Relations Officer III shall prepare, implement and monitor implementation of public relations strategies on ensuring synergistic implementation of the Corporate Communication Plan particularly in the PhilHealth Regional Office (PRO) level
3	Executive Assistant II	10-02-0004	17	36,942	Bachelor's degree	4 hours of relevant training	1 years relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office II	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.
4	Fiscal Examiner A	33-01-0052	13	25,232	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office II	Under general supervision, the Fiscal Examiner A shall perform various finance-related jobs.
	Social Insurance Officer I	48-01-0108	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office II LHIO Tuguegarao	Under general supervision, the Social Insurance Officer I shall provide assistance in any of the following areas: a) marketing/advocacy; b) screening and validation of membership application/amendment forms; c) monitoring of accounts of small to medium sized agencies; d) computation of benefit (performance standards less than SIO II); and e) accreditation of health care professionals and health care providers (less problematic case).

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**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE)**

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
6	Human Resource Management Officer I	22-01-0013	11	20,754	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office II	Under general supervision, the HRM Officer I shall provide administrative support in the conduct of programs and activities in the HR PRO consistent with the corporate HR policies, strategies and plans.
	Planning Assistant I	52-01-0004	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 II	Under general supervision, the Planning Assistant I provides administrative assistance in the formulation of regional plans in accordance with the overall Corporate Plan.
8	Administration Services Assistant C	15-03-0089	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 II	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.
9	Fiscal Clerk III	31-03-0019	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 II	Under general supervision, the Fiscal Clerk III shall provide assistance in checks review, preparation of collection reports and other clerical works.
10	Social Insurance Officer II	48-02-0038	13	25,232	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office II	Under general supervision, the Social Insurance Officer II shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of small-sized organized groups/private and government agencies; b) benefit payment computation; and member data management.

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DC: [Signature] Date: 02-06-2020

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office II, The Builder's Place, Del Rosario St., Tuguegarao City or at email address [hr.pro2@philhealth.gov.ph](mailto:hr.pro2@philhealth.gov.ph) on or before February 17, 2020.

Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**  
 Request for Publication of Vacant Positions

CS Form No. 1  
 Revised 2018  
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 Date: 02/05/2020  
 DC: *[Signature]*

TECHNICAL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PHILIPPINE HEALTH INSURANCE CORPORATION in the CSC website:

**CHERYL W. PEÑA**  
 Acting Senior Manager, HRD

Date: February 5, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Planning Officer III	53-03-0007	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 II
2	Public Relations Officer III	45-03-0007	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 II
3	Executive Assistant II	10-02-0004	17	36,942	Bachelor's degree	4 hours of relevant training	1 years relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office II
4	Fiscal Examiner A	33-01-0052	13	25,232	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office II
5	Social Insurance Officer I	48-01-0108	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office II LHIO Tuguegarao
6	Human Resource Management Officer I	22-01-0013	11	20,754	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office II
7	Planning Assistant I	52-01-0004	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 II
8	Administration Services Assistant C	15-03-0089	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 II
9	Fiscal Clerk III	31-03-0019	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 II

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No.	Position Title (Parenthetical Title, If applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
10	Social Insurance Officer II	48-02-0038	13	25,232	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office II

Interested and qualified applicants should signify their interest in writing by accomplishing the Application Form which can be downloaded at [www.philhealth.gov.ph/about\\_us/vacancies](http://www.philhealth.gov.ph/about_us/vacancies). Attach the following documents to the application form and send to the address below not later than February 17, 2020.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (WES) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating In the last rating period (if applicable);
3. Photocopy of CSC authenticated certificate of eligibility, or PRC/BAR rating/license;
4. Photocopy of Transcript of Records certified by the University/College Registrar and Diploma;
5. Photocopy of Certificate of Employment and Certificate of Training/Seminars Attended;
6. Application Form which can be downloaded to at [www.philhealth.gov.ph](http://www.philhealth.gov.ph);
7. Sworn Declaration/Identification of Relatives which can be downloaded to at [www.philhealth.gov.ph](http://www.philhealth.gov.ph);
8. Certification of Conflict of Interest which can be downloaded to at [www.philhealth.gov.ph](http://www.philhealth.gov.ph); and
9. Non Disclosure Agreement Form which can be downloaded to at [www.philhealth.gov.ph](http://www.philhealth.gov.ph).

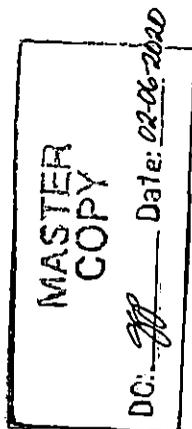
**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**MARIA ANGELITA K. CRISOSTOMO**

HRMO III

PhilHealth Regional Office II, The Bulder's Place, Del Rosario  
St., Tuguegarao City  
[hr.pro2@philhealth.gov.ph](mailto:hr.pro2@philhealth.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**



**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE)**

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	25-04-0007	23	73,811	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080		PhilHealth Regional Office III	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.
	Administration Services Assistant C	15-03-0041	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 III - Branch A	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 IV	16-04-0009	22	65,319	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office III	Under general supervision, the Administrative Officer IV shall be responsible the supervision of the human resource management and physical infrastructure management in the PRO/Branch.
4	Administrative Officer I	16-01-0028	11	20,754	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Angeles Service Office	Under general supervision, the Administrative Officer I shall be responsible for the records management function in the PRO-Branch.
5	Clerk III	20-03-0059	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office III - Branch B	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.
	Social Insurance Officer I	48-01-0122	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Iba Service Office	Under general supervision, the Social Insurance Officer I shall provide assistance in any of the following areas: a) marketing/advocacy; b) screening and validation of membership application/amendment forms; c) monitoring of accounts of small to medium sized agencies; d) computation of benefit (performance standards less than SIO II); and e) accreditation of health care professionals and health care providers (less problematic case).

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**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE)**

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
7	Special Investigator II	28-02-0005	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 III	Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office III PhilHealth Building, Lazatin Blvd., Dolores, City of San Fernando, Pampanga or at email address [hr.pro3a@philhealth.gov.ph](mailto:hr.pro3a@philhealth.gov.ph) on or before February 17, 2020.

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**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE)**

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	Division Chief IV	07-00-0030	24	83,406	Master's Degree	40 hours of supervisory/management learning and development intervention	4 years in position/s involving management and supervision	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IV-A	Under general supervision, the Division Chief IV shall be responsible for providing assistance to the Assistant Vice President in planning, organizing, leading and controlling the projects pertaining to financial management, human resource management and physical infrastructure.
2	Administration Services Assistant C	15-03-0091	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-A	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 IV-A, Lucena Grand Central Terminal, Ilayang Dupay, Lucena City or at email address [hr.pro4a@philhealth.gov.ph](mailto:hr.pro4a@philhealth.gov.ph) on or before FEB 17 2020.

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**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE)**

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	51-01-0158	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		Tanauan Service Office	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.
2	Medical Specialist IV	41-03-0012	24	83,406	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office IV-B	Under general supervision, the Medical Specialist IV shall be responsible for ensuring the delivery of health care services to NHIP covering, accreditation and quality assurance and claims processing.
3	Clerk III	20-03-0077	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office IV-B	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.
4	Human Resource Management Assistant	21-01-0011	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 HRM Assistant shall assist in attendance monitoring, processing of loan applications, issuance of compensation related documents and maintenance of 201 file.
5	Social Insurance Assistant II	51-02-0087	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		Palawan Service Office	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 IV-B, Caedo Commercial Center, Calicanto, Batangas City or at email address [hr.pro4b@philhealth.gov.ph](mailto:hr.pro4b@philhealth.gov.ph) on or before February 17, 2020.

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**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE)**

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
	Social Insurance Officer I	48-01-0156	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Sorsogon Service Office	Under general supervision, the Social Insurance Officer I shall provide assistance in any of the following areas: a) marketing/advocacy; b) screening and validation of membership application/amendment forms; c) monitoring of accounts of small to medium sized agencies; d) computation of benefit (performance standards less than SIO II); and e) accreditation of health care professionals and health care providers (less problematic case).

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](mailto:hr.pro5@philhealth.gov.ph) on or before FEB 17 2020.

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**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE)**

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 Officer III	48-03-0112	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 VII	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.
2	Special Investigator II	28-02-0009	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 VII	Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.
3	Fiscal Clerk III	31-03-0044	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 VII	Under general supervision, the Fiscal Clerk III shall provide assistance in checks review, preparation of collection reports and other clerical works.
4	Cash Clerk III	35-03-0040	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		Cebu City Service Office (PRO PMAC)	Under general supervision, the Cash Clerk III shall provide assistance in checks review, preparation of collection reports and other clerical works.
5	Clerk III	20-03-0090	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office VII	Under general supervision, the Clerk III shall be responsible for performing a variety of clerical duties in the discharge of the official functions of the Office.
6	Social Insurance Assistant II	51-02-0115	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		Carcar Service Office	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, 8th flr. Golden Peak Tower Gorordo Ave. cor. Escario St., Cebu City or at email address [hr.pro7@philhealth.gov.ph](mailto:hr.pro7@philhealth.gov.ph) on or before February 17, 2020.

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 Date: 02-06-2020

**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE)**

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 Officer II	48-02-0094	13	25,232	Bachelors degree relevant to the job	none required	none required	Career Service (Professional)/ Second Level Eligibility		Tacloban Service Office (PRO PMAC)	Under general supervision, the Social Insurance Officer II shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of small-sized organized groups/private and government agencies; b) benefit payment computation; and member data management.
2	Administrative Officer I	16-01-0056	11	20,754	Bachelors degree	none required	none required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office VIII	Under general supervision, the Administrative Officer I shall be responsible for the records management function in the PRO.
3	Social Insurance Assistant II	51-02-0124	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		Borongan Service Office	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 VIII, 2nd flr. PhilHealth Building 2, P. Burgos St., Tacloban City or at email address [hr.pro8@philhealth.gov.ph](mailto:hr.pro8@philhealth.gov.ph) on or before February 17, 2020.

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**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE)**

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	40-04-0027	21	57,805	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office X	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers
2 Medical Specialist I	40-04-0024	21	57,805	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office X	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers
3 Fiscal Controller III	32-03-0040	18	40,637	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office X	Under general supervision, the Fiscal Controller III shall perform responsible jobs in preparation of accounting- related reports, budgeting and fund disbursement.
4 Fiscal Controller III	32-03-0041	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 X	Under general supervision, the Fiscal Controller III shall perform responsible jobs in preparation of accounting- related reports, budgeting and fund disbursement.
5 Fiscal Controller II	32-02-0044	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 X	Under general supervision, the Fiscal Controller II shall provide assistance in billing and collections functions, financial reporting and cash management.
6 Public Relations Officer I	45-01-0011	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office X	Under general supervision, the Public Relations Officer I shall provide technical support in the preparation, compilation and maintenance/safekeeping of communications data/documents.
7 Fiscal Clerk III	31-03-0050	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 X	Under general supervision, the Fiscal Clerk III shall provide assistance in checks review, preparation of collection reports and other clerical works.

**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE)**

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
8	Fiscal Clerk III	31-03-0051	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 X	Under general supervision, the Fiscal 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 X, Gateway Tower 2, Limketkai Center, Cagayan de Oro City or at email address [hr.pro10@philhealth.gov.ph](mailto:hr.pro10@philhealth.gov.ph) on or before FEB 17 2020.

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**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE)**

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	40-04-0030	21	57,805	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		PhilHealth Regional Office XI	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers
2	Special Investigator III	28-03-0002	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 XI	Under general supervision, the Special Investigator III is responsible in the performance of investigative functions in the PRO.
3	Special Investigator III	28-03-0003	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 XI	Under general supervision, the Special Investigator III is responsible in the performance of investigative functions in the PRO.
4	Social Insurance Officer I	48-01-0214	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office XI	Under general supervision, the Social Insurance Officer I shall provide assistance in any of the following areas: a) marketing/advocacy; b) screening and validation of membership application/amendment forms; c) monitoring of accounts of small to medium sized agencies; d) computation of benefit (performance standards less than SIO II); and e) accreditation of health care professionals and health care providers (less problematic case).
5	Fiscal Clerk III	31-03-0059	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 XI	Under general supervision, the Fiscal Clerk III shall provide assistance in checks review, preparation of collection reports and other clerical works.

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**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE)**

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
6	Social Insurance Assistant I	51-01-0263	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 XI	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.
7	Social Insurance Assistant I	51-01-0267	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		Mati Service Office	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.
8	Chief Social Insurance Officer	48-06-0129	22	65,319	Bachelor's degree relevant to the job	24 hours of relevant training	4 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Toril Service Office	Under general supervision, the Chief Social Insurance Officer shall be responsible for the supervision of program implementation in membership management and/or collection/contribution management.
9	Division Chief IV (Republication)	07-00-0046	24	86,406	Master's Degree	40 hours of supervisory/management learning and development intervention	4 years in position/s involving management and supervision	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office XI	Under general supervision, the Division Chief IV shall be responsible for providing assistance to the Assistant Vice President in planning, organizing, leading and controlling the projects pertaining to financial management, human resource management and physical infrastructure.
10	Chief Social Insurance Officer (Republication)	48-06-0037	22	65,319	Bachelor's degree relevant to the job	24 hours of relevant training	4 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office XI	Under general supervision, the Chief Social Insurance Officer shall be responsible for the supervision of program implementation in membership management and/or collection/contribution management.

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**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE)**

Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
				Education	Training	Experience	Eligibility	Competency (if applicable)		
11 Human Resource Management Officer III (Republication)	22-03-0016	18	40,637	Bachelor's degree	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office XI	Under general supervision, the HRM Officer III shall be responsible for the implementation of the human resource management and development program in the PRO consistent with the corporate HR policies, strategies and plans.
12 Social Insurance Officer III (Republication)	48-03-0144	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 XI	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.
13 Social Insurance Officer III (Republication)	48-03-0150	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		Tagum Service Office	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.
14 Fiscal Examiner A (Republication)	33-01-0066	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 XI	Under general supervision, the Fiscal Examiner A shall perform various finance-related jobs.
15 Special Investigator II (Republication)	28-02-0011	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 XI	Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.

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LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE)

Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
				Education	Training	Experience	Eligibility	Competency (if applicable)		
Social Insurance Officer I (Republication)	48-01-0226	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Torii Service Office	Under general supervision, the Social Insurance Officer I shall provide assistance in any of the following areas: a) marketing/advocacy; b) screening and validation of membership application/amendment forms; c) monitoring of accounts of small to medium sized agencies; d) computation of benefit (performance standards less than SIO II); and e) accreditation of health care professionals and health care providers (less problematic case).
Fiscal Controller I (Republication)	32-01-0117	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Digos Service Office	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.
Fiscal Clerk III (Republication)	31-03-0056	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 XI	Under general supervision, the Fiscal Clerk III shall provide assistance in checks review, preparation of collection reports and other clerical works.
Clerk III (Republication)	20-03-0105	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office XI	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 XI, Valgo and Sons Bldg., Bolton Ext., Davao City or at email address hr.pro11@philhealth.gov.ph on or before FEB 17 2020.

**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE)**

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 (Republication)	25-04-0017	23	73,811	Bachelor of Laws	8 hours of relevant training	2 years of 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.
2	Medical Specialist I (Republication)	40-04-0038	21	57,805	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		PhilHealth Regional Office XII	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers
3	Medical Specialist I (Republication)	40-04-0035	21	57,805	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		PhilHealth Regional Office XII	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers

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](mailto:hr.pro12@philhealth.gov.ph) on or before February 17, 2020.

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DC: [Signature]

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE)

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 Social Insurance Officer	48-05-0044	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 CARAGA	Under general supervision, the Senior Social Insurance Officer shall be responsible for providing critical technical function in any of the following areas: a) member management; b) benefit monitoring; c) collection management; and d) accreditation and quality assurance.
2 Social Insurance Officer I	48-01-0249	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		San Francisco Service Office	Under general supervision, the Social Insurance Officer I shall provide assistance in any of the following areas: a) marketing/advocacy; b) screening and validation of membership application/amendment forms; c) monitoring of accounts of small to medium sized agencies; d) computation of benefit (performance standards less than SIO II); and e) accreditation of health care professionals and health care providers (less problematic case).
3 Fiscal Controller I	32-01-0126	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Butuan Service Office (PRO PMAC)	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
4 Social Insurance Assistant II	51-02-0174	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		Bislig Service Office	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 Social Insurance Assistant II	51-02-0170	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		Butuan Service Office (PRO PMAC)	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

**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE)**

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
6	Social Insurance Assistant II	51-02-0169	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		PhilHealth Regional Office CARAGA	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
7	Fiscal Clerk III	31-03-0066	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 Fiscal Clerk III shall provide assistance in checks review, preparation of collection reports and other clerical works.
8	Legal Researcher (Republication)	27-02-0009	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office CARAGA	Under general supervision, the Legal Researcher shall provide assistance in gathering data and legal researches necessary in the PRO.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office CARAGA, 766 Lynzee's Bldg., J. Rosales Ave., Butuan City or at email address [hr.procaraga@philhealth.gov.ph](mailto:hr.procaraga@philhealth.gov.ph) on or before February 17, 2020.

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