



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



UNIVERSAL HEALTH CARE
 KALUSUGAN AT BALINGOANG TATA SA LAHAT

February 14, 2020

CORPORATE MEMORANDUM

No. 2020- 0016

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

Attached is the notice of vacancy for the Executive Vice President-Chief Operating Officer position 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 requirements¹ to the concerned offices until MAR 02 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;
3. Work Experience Sheet (WES);

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

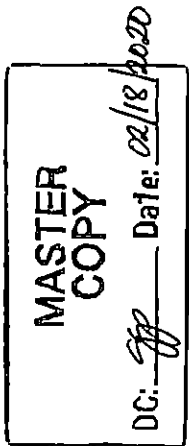
MASTER COPY
 DC: *[Signature]* Date: 02/18/2020



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	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Experience	Training	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) eligibles shall be considered to have met the masters degree requirement	5 years of supervisory experience	120 hours of supervisory/ management learning and development intervention	Career Service (Professionally) Second Level 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.
					OR Bachelor's degree in Accountancy						

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
 DC: *JFP* Date: *02/18/2020*