



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  
KALUSUGAN AT BALINGGA PARA SA LAHAT

February 19, 2020

**CORPORATE MEMORANDUM**

No. 2020- 0020

**TO :** ALL INTERESTED APPLICANTS

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

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

Attached is the list of vacant Executive/Managerial Positions in the Second Level 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 Human Resource Department, Room 1507 CityState Center Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City or at email address: [recruitment@philhealth.gov.ph](mailto:recruitment@philhealth.gov.ph) on or before **MAR 16 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

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DC:  Date: 3/6/2020

<sup>1</sup>Download forms at [https://www.philhealth.gov.ph/about\\_us/vacancies/](https://www.philhealth.gov.ph/about_us/vacancies/)



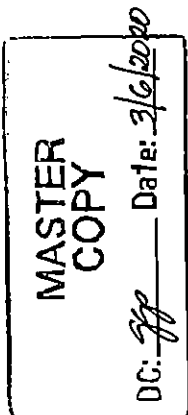
**External Applicant:**

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 Positions in the Second Level**

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	Assistant Vice President	05-00-0003	26	107,444	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	120 hours of supervisory/ management learning and development intervention	5 years of supervisory experience	Career Service (Professional)/ Second level Eligibility		PhilHealth Regional Office II	Within the guidelines and limits of the authority established by the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Assistant Vice President is responsible for the effective and efficient achievement of PRO target through responsible planning, organizing, directing, coordinating, controlling and evaluating the programs/projects/activities of the PRO.
2	Assistant Vice President	05-00-0009	26	107,444	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	120 hours of supervisory/ management learning and development intervention	5 years of supervisory experience	Career Service (Professional)/ Second level Eligibility		PhilHealth Regional Office VIII	Within the guidelines and limits of the authority established by the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Assistant Vice President is responsible for the effective and efficient achievement of PRO target through responsible planning, organizing, directing, coordinating, controlling and evaluating the programs/projects/activities of the PRO.
3	Assistant Vice President	05-00-0013	26	107,444	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	120 hours of supervisory/ management learning and development intervention	5 years of supervisory experience	Career Service (Professional)/ Second level Eligibility		PhilHealth Regional Office XII	Within the guidelines and limits of the authority established by the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Assistant Vice President is responsible for the effective and efficient achievement of PRO target through responsible planning, organizing, directing, coordinating, controlling and evaluating the programs/projects/activities of the PRO.

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DC: *gfp* Date: *3/6/2020*

**List of Vacant Executive/Managerial Positions in the Second Level**

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (If applicable)		
4	Department Manager III	06-00-0004	26	107,444	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	120 hours of supervisory/ management learning and development intervention	5 years of supervisory experience	Career Service (Professional)/ Second level Eligibility		Corporate Planning Department	Within the guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Department Manager III is responsible for planning, organizing, directing, coordinating, and controlling the activities of the Corporate Planning Department. He/She is responsible for developing, managing and monitoring the strategic and business programs and plans of the Corporation to achieve established strategic goals and objectives. He/she shall direct the policy development process and manage the knowledge resources of the Corporation. He/she is responsible for the development and implementation of a performance management and reporting system for the Corporation.
5	Department Manager III	06-00-0028	26	107,444	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	120 hours of supervisory/ management learning and development intervention	5 years of supervisory experience	Career Service (Professional)/ Second level Eligibility		Accreditation Department	Under general supervision, responsible for reviewing and approving the accreditation of all Institutional and professional health care providers.
6	Department Manager III	06-00-0011	26	107,444	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	120 hours of supervisory/ management learning and development intervention	5 years of supervisory experience	Career Service (Professional)/ Second level Eligibility		Benefits Development and Research Department	Within the guidelines and limits of authority established by the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Department Manager III, is responsible for planning, organizing, directing, coordinating, controlling and evaluating the activities of Benefits Development & Research Department to achieve established objectives and targets.

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DC: *gff*  
Date: 3/6/2020

**List of Vacant Executive/Managerial Positions in the Second Level**

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	Department Manager III	06-00-0013	26	107,444	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	120 hours of supervisory/management learning and development Intervention	5 years of supervisory experience	Career Service (Professional)/ Second level Eligibility		Comptrollership Department	Within guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation (PhilHealth) and other relevant government regulations, the Department Manager for Comptrollership Department is responsible for planning, organizing, directing, coordinating and controlling the activities of the Comptrollership Department to achieve established goals and objectives. The Comptrollership Department is responsible for effective and efficient financial control and reporting. It exercises overall supervision, management, execution and control of activities related to financial planning, fiscal management, and accounting.
8	Department Manager III	06-00-0022	26	107,444	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	120 hours of supervisory/management learning and development Intervention	5 years of supervisory experience	Career Service (Professional)/ Second level Eligibility		Physical Resources and Infrastructure Department	Within guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation (Philhealth) and relevant government regulations, the Physical Resources and Infrastructure Department Manager is responsible for planning, organizing, directing, coordinating, controlling, the activities of the Physical Resources and Infrastructure Department to achieve established objectives and targets.

Qualified applicants are advised to send their complete application documents at the Human Resource Department-Central Office 709 CityState Centre Shaw Blvd., Oranbo, Pasig City or at email address [recruitment@philhealth.gov.ph](mailto:recruitment@philhealth.gov.ph)

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 DC: *fff* Date: *3/6/2020*