

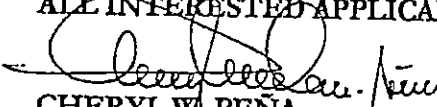


June 3, 2020

**HRD MEMORANDUM**

No. 2020- 191

**FOR :** ALL INTERESTED APPLICANTS

**FROM :**   
CHERYL W. PEÑA  
Senior Manager  
Human Resource Department

**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 that are authorized to be filled. Said notice was also published in the CSC website at <http://ncr.csc.gov.ph> in compliance with CSC MC No. 14, s. 2018 on the Omnibus Rules on Appointments and Other Human Resource Action, as Revised July 2018 and PhilHealth's Merit Selection Plan (MSP)<sup>1</sup>.

PhilHealth recognizes the right to equal opportunity in the workplace. Thus, all qualified applicants will be considered 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 and equal employment opportunity.

Qualified applicants are advised to submit the following requirements<sup>2</sup> to the concerned offices until **June 15, 2020**:

**Internal Applicant:**

1. Application Form;
2. Personal Data Sheet (PDS) CS Form No. 212, Revised 2017 with Work Experience Sheet (WES)

**External Applicant:**

1. Application Form;
2. Personal Data Sheet (PDS) or CS Form No. 212, Revised 2017 with Work Experience Sheet (WES);

<sup>1</sup> Corporate Order No. 2020-0020

<sup>2</sup> Download forms at [https://www.philhealth.gov.ph/about\\_us/vacancies/](https://www.philhealth.gov.ph/about_us/vacancies/)



3. Original copy of authenticated certificate of eligibility/rating/license
  - 3.1 Certificate of Eligibility issued by the CSC or CESB; or
  - 3.2 Valid professional license and certificate of registration issued by PRC/SC for positions involving practice of profession; or
  - 3.3 Professional licenses or Certificate of Registration or Report of Rating issued by PRC/SC for positions not involving practice of profession
  - 3.4 Valid licenses issued by authorized regulatory agencies
4. Certification of last year's Performance Rating in the Present Position (for applicants with work experience);
5. Clearances
  - 5.1 Valid National Bureau of Investigation (NBI) or Police Clearance
  - 5.2 Clearance from Money, Property and Work-related Accountabilities from former office (CS Form No. 7, s.-2017) – if applying from transfer from another government agency/office (to be submitted only upon request of the HRD/HRU)
6. Performance Rating – for a period of one (1) year (as applicable)
7. Certified True Copies of Scholastic Records/Academic Records – such as diploma and transcript of records or certification from the Department of Education (DepEd) and/or Commission on Higher Education (CHED) on the authenticity and equivalency of the subjects/courses taken.
8. Certified True Copies of certificates of Training Attended (applicants who will submit thru email or online shall be required to present the original copies of the documents during the scheduled interview).
9. Sworn Declaration/Identification of Relatives Form;
10. Certification of No Conflict of Interest Form; and
11. Non-disclosure Agreement Form.

Application documents submitted in the following instances shall no longer be considered/accepted:

- a. Submitted beyond the publication/posting period;
- b. Documents not properly filled-out; and/or,
- c. Incomplete attachments.

**These positions shall be processed using the provisions of the new PhilHealth's Merit Selection Plan pursuant to Corporate Order No. 2020-0020.**

You may contact HRD at (02) 8441-7442 local 7524 for queries on matters not covered by this advisory.



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	Actuarial Researcher I	38-01-0001	20	51,155	Bachelor's degree relevant to the job	16 hours of relevant training	3 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Office of the Actuary	Under general supervision, the Actuarial Researcher I assist in the conduct of actuarial and statistical researched and studies, and provides overall support in the preparation of actuarial projections and valuation of the NHI program.
2	Administration Services Assistant C	15-03-0020	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		Marketing and Collection Department (under Member Management Group)	Under general supervision, the Administration Services Assistant C shall provide secretarial and administrative function in the Marketing and Collection Department (MCD).
3	Administration Services Assistant C (republication)	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 (to be assigned under the Office of the Area Vice President for Area 1)	Under general supervision, the Administration Services Assistant C shall provide general assistance in the area of records management.
4	Administrative Officer I	16-01-0005	11	20,754	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Physical Resources and Infrastructure Department	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.
5	Attorney III	25-03-0002	21	57,805	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Internal Legal Department	Under general supervision, the Attorney III assists in the appeals and special cases related functions in the Internal Legal Department, and represents the Corporation in cases filed with outside courts involving ering stakeholders and employees.
6	Attorney V	09-00-0010	25	95,083	Bachelor of Laws	40 hours of supervisory/ management learning and development intervention	4 years supervisory/ management experience	RA 1080		Internal Legal Department	Under general supervision, the Attorney V is responsible for preparing, reviewing, and analyzing documents and/or legal cases handled and filed by the Collection Enforcement Division, Internal Legal Department.
7	Auditing Systems Specialist II	13-02-0008	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.
8	Chauffeur II	18-02-0015	6	14,847	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat. II)		Office of the First Vice President For The Mindanao Area	Under general supervision, the Chauffeur II is responsible for transporting the Vice-President and authorized personnel of the Office of the Vice-President to and from official places of business/meetings/conferences, etc., using the service vehicle assigned for this purpose, and for performing variety of administrative duties in support of this function.
9	Clerk III	20-03-0003	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Financial Audit Department	Under general supervision, the Clerk III Financial Audit Department shall be responsible for performing a variety of administrative duties in the discharge of the official functions of the office.
10	Clerk III	20-03-0038	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Member Management Group	Under general supervision, the Clerk III shall be responsible for for proper and timely handling of all incoming and outgoing papers/documents of the Office of the Member Management Group (OMMG). He/she shall also maintain systematic filing of documents of the OMMG.

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)		
11	Division Chief IV	07-00-0018	24	83,408	Master's Degree or Certificate in 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		Marketing and Collection Department (under Member Management Group)	Under general supervision, the Division Chief IV shall be responsible for providing assistance to the Department Manager III in planning, organizing, leading and controlling the projects pertaining to programs and activities of the department/office.
12	Division Chief IV	07-00-0001	24	83,408	Master's Degree or Certificate in 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		Office of the Corporate Secretary	Within the guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Division Chief IV is responsible for assisting the Department Manager in planning, organizing, coordinating, and controlling the activities of the Office of the Corporate Secretary to achieve established objectives and targets.
13	Executive Assistant III	10-03-0007	20	51,755	Bachelor's degree	8 hours of training	2 years experience	Career Service (Professional)/ Second Level Eligibility		Office of the First Vice President For The South Luzon & Visayas Area (to be assigned in Area 2)	Under general supervision, the Executive Assistant III, shall provide general executive assistance to the Vice President in his performance of official duties/responsibilities as Head of the Group/Office.
14	Executive Assistant IV (republishation)	10-04-0005	22	65,319	Bachelor's degree	16 hours of training	3 years experience	Career Service (Professional)/ Second Level Eligibility		Fund Management Sector	Under general supervision, the Executive Assistant IV of the Office of the Senior Vice President, Fund Management Sector shall assist in implementing the administrative and technical decisions by the Senior Vice President and performs a variety of administrative and technical duties in support of this function.
15	Fiscal Controller II (republishation)	32-02-0018	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		Comptrollership Department	Under general supervision, the Fiscal Controller II shall be directly in charge in monitoring and analysis of the corporate budget of various costs. He/she shall assist the Fiscal Controller III in the discharge of the ff. functions. Preparation of monthly budgetary reports on the status of Corporate Operating Budget in the Head Office. Provide technical and administrative assistance to ensure that budget utilizations are consistent with the Corporate Operating Budget (COB) and applicable laws, rules and regulations. Review and documentation of proposals submitted by all organizational units of the corporation. Maintenance and preparation of complete and systematic set of records of all financial transactions related to the administrative and operating expenses of the Corporation.
16	Information Technology Officer I	57-01-0011	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		Information Technology Management Department	With general supervision, the Information Technology Officer I shall assist in the development and implementation of ICT strategic and operational plans, policies, standards, guidelines, procedures and monitoring tools.
17	Legal Assistant I	26-01-0020	10	19,233	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional)/ Second Level Eligibility		Fact-Finding, Investigation & Enforcement Department	Under general supervision, the Legal Assistant I performs administrative services and paralegal support to the Enforcement & Monitoring Section.
18	Legal Researcher III	27-03-0009	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		Prosecution Department	Under general supervision, the Legal Researcher III is responsible for gathering data and assists in the preparation of legal documents necessary for cases under the Prosecution Department.

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)		
19	Legal Researcher III (replication)	27-03-0014	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		Arbitration Office	Under general supervision, gathers legal data and assists in the preparation of arguments, briefings, pleadings, draft of decisions, administrative processes and other legal documents necessary for cases for hearings/investigations under the office of the Arbitrator.
20	Social Insurance Specialist	49-01-0018	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		Marketing and Collection Department (under Member Management Group)	Under general supervision of the Senior Social Insurance Specialist, the Social Insurance Specialist shall handle specific projects to cover in the conduct of various researches or to monitor.

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 June 15, 2020.

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

No.	Position Title	Plant/Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Social Insurance Assistant I	51-01-0128	8	16,750	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Tuguegarao City 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.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office II, The Bulder'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 June 15, 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	Special Investigator II (republication)	28-02-0033	15	30,531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year 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.
2	Special Investigator II (republication)	28-02-0034	15	30,531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year 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.
3	Special Investigator II (republication)	28-02-0035	15	30,531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year 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.
4	Special Investigator II (republication)	28-02-0036	15	30,531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year 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.
5	Special Investigator II (republication)	28-02-0037	15	30,531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year 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.
6	Special Investigator II (republication)	28-02-0038	15	30,531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year 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.
7	Special Investigator III (republication)	28-03-0023	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 III	Under general supervision, the Special Investigator III is responsible in the performance of investigative functions in the PRO.
8	Special Investigator III (republication)	28-03-0024	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 III	Under general supervision, the Special Investigator III is responsible in the performance of investigative functions in the PRO.
9	Special Investigator III (republication)	28-03-0025	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 III	Under general supervision, the Special Investigator III is responsible in the performance of investigative functions in the PRO.
10	Special Investigator III (republication)	28-03-0026	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 III	Under general supervision, the Special Investigator III is responsible in the performance of investigative functions in the PRO.

**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)		
11	Special Investigator III (repubication)	28-03-0027	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 III	Under general supervision, the Special Investigator III is responsible in the performance of Investigative functions in the PRO.

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 June 15, 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	Social Insurance Assistant II	51-02-0065	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		Calamba 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-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 June 15, 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 Clerk III	31-03-0033	8	16,758	Completion of two years' studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office VI	Under general supervision, the Fiscal Clerk III shall provide assistance in checks review, preparation of collection reports and other clerical works.
2	Fiscal Clerk III	31-03-0035	8	16,758	Completion of two years' studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office VI	Under general supervision, the Fiscal Clerk III shall provide assistance in checks review, preparation of collection reports and other clerical works.
3	Social Insurance Assistant II	51-02-0098	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 VI	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.
4	Social Insurance Assistant II	51-02-0095	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 VI	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 VI, Galsano City Capital Iloilo, Luna St., La Paz, Iloilo City or at email address [hr.pro6@philhealth.gov.ph](mailto:hr.pro6@philhealth.gov.ph) on or before June 15, 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	Administrative Officer I	16-01-0054	11	20,754	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Talibon Service Office	Under general supervision, the Administrative Officer I shall be responsible for the records management function in the PRO.
2	Clerk III	20-03-0089	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 administrative duties in the discharge of the official functions of the Office.
3	Clerk III	20-03-0087	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 administrative duties in the discharge of the official functions of the Office.
4	Legal Assistant I	26-01-0013	10	19,233	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office VII	Under general supervision, the Legal Assistant I performs administrative services and paralegal support to Attorney IV.
5	Medical Specialist I	40-04-0018	21	67,805	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office VII	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers.
6	Public Relations Officer III	45-03-0013	18	40,637	Bachelor's degree	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office VII	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.
7	Senior Social Insurance Officer	48-05-0031	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 VII	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.

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 June 15, 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	Chief Social Insurance Officer	48-06-0111	22	65,319	Bachelor's degree relevant to the job	24 hours of relevant training	4 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Osmoc 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.
2	Chief Social Insurance Officer	48-08-0109	22	65,319	Bachelor's degree relevant to the job	24 hours of relevant training	4 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Catarman 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.
3	Human Resource Management Officer I	22-01-0018	11	20,754	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office VIII	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.
4	Social Insurance Assistant I	51-01-0202	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		Catarman 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.
5	Social Insurance Assistant I	51-01-0191	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 VIII	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.
6	Social Insurance Assistant I	51-01-0194	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		Tacloban Service Office (PRO PMAC)	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 II	51-02-0122	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		Tacloban 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.
8	Social Insurance Officer II	48-02-0091	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office VIII	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.

**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)		
9	Social Insurance Officer II	48-02-0092	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office VIII	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.
10	Social Insurance Officer III	48-03-0123	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 VIII	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.
11	Special Investigator II (republication)	28-02-0056	15	30,531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office VIII	Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.
12	Special Investigator II (republication)	28-02-0057	15	30,531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office VIII	Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.
13	Special Investigator II (republication)	28-02-0058	15	30,531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office VIII	Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.
14	Special Investigator III (republication)	28-03-0043	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 VIII	Under general supervision, the Special Investigator III is responsible in the performance of investigative functions in the PRO.
15	Special Investigator III (republication)	28-03-0044	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 VIII	Under general supervision, the Special Investigator III is responsible in the performance of investigative functions in the PRO.
16	Special Investigator IV (republication)	28-04-0020	22	65,319	Bachelor's degree relevant to the job	16 hours of relevant training	3 years relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office VIII	Under general supervision, the Special Investigator IV is responsible in the performance of enforcement and monitoring functions of the PRO.

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 June 15, 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	Social Insurance Officer I	48-01-0200	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IX	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	Social Insurance Officer III	48-03-0130	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		Zamboanga Sibugay 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.
3	Fiscal Controller I	32-01-0099	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IX	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 I	51-01-0226	8	16,758	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessiona l)/ First Level Eligibility		Zamboanga Del Sur 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.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office IX, BGIDC Bldg., Gov. Lim Ave., Zamboanga City or at email address [hr.pro9@philhealth.gov.ph](mailto:hr.pro9@philhealth.gov.ph) on or before June 15, 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	Social Insurance Assistant I	51-01-0269	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 XII	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	Social Insurance Assistant I	51-01-0272	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		Kidapawan 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.
3	Senior Social Insurance Officer	48-05-0040	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 XII	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.
4	Human Resource Management Assistant	21-01-0025	8	16,758	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office XII	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	Medical Specialist IV	41-03-0027	24	83,406	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office XII	Under general supervision, the Medical Specialist IV shall be responsible for ensuring the proper implementation of accreditation and quality assurance program or the benefit administration program in the PRO.

**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	51-01-0270	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		Cotabato 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.
7	Medical Specialist I	40-04-0037	21	57,805	Doctor of Medicine	4 hours of relevant training	1 year 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 June 15, 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	32-03-0047	18	40,837	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 Fiscal Controller III shall perform responsible jobs in preparation of accounting-related reports, budgeting and fund disbursement.

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 June 15, 2020.