



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



July 9, 2020

HRD MEMORANDUM

No. 2020- 245

FOR : ALL INTERESTED APPLICANTS

**FROM : *[Signature]*
 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)¹.

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 requirements² to the concerned offices until **July 20, 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);

¹ Corporate Order No. 2020-0020

² Download forms at 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 PHILHEALTH 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	Medical Officer VII	08-00-0003	25	95,083	Doctor of Medicine	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	RA 1080		Standards and Monitoring Department	Under general supervision, the Medical Officer VII of the Performance Monitoring Division shall monitor the adherence of Health Care Providers to accreditation standards, clinical practice guidelines, and other standards of practice.
2	Medical Specialist IV	41-03-0034	24	83,406	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		Standards and Monitoring Department	Under general supervision, the Medical Specialist IV of the Policy Research & Standards Development Division shall be responsible for the developing quality assurance and accreditation policies, and conducting related researches.
3	Division Chief IV	07-00-0019	24	83,406	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		Member Management Group (to be assigned in Corporate Affairs Group - CADT)	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.
4	Auditing Systems Specialist II	13-02-0003	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.
5	Planning Officer II	53-02-0003	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		Corporate Planning Department (to be assigned in the Office of the PCEO)	Under general supervision, Planning Officer II shall assist in activities of the division that facilitate the conduct of policy and operations researches, management of the corporate knowledge resource center and implementation of performance management and reporting system.
6	Social Insurance Specialist	49-01-0006	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 Performance Monitoring Division shall be responsible for the developing quality assurance and accreditation policies, and conducting related researches.

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH 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)		
7	Social Insurance Analyst I	50-01-0002	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 Specialist of the Performance Monitoring Division shall be responsible for the developing quality assurance and accreditation policies, and conducting related researches.
8	Senior Social Insurance Specialist (Republication)	49-02-0001	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		Benefits Development & Research Department	Under general supervision, Senior Social Insurance Specialist shall be responsible for enhancing current benefits and conducting related researches and studies. He/she shall also conduct pilot testing of enhanced benefits prior to implementation.
9	Medical Officer VII	08-00-0005	25	95,083	Doctor of Medicine	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	RA 1080		Accreditation Department	Within guidelines and limits of authority established by policies of the PhilHealth and relevant government regulations, Medical Officer VII shall be responsible for ensuring compliance of Health Care Providers (HCPs) to accreditation standards and for managing complaints on provider practices. He/she shall also provide secretariat support to the Accreditation Committee and perform final evaluation of applications for initial accreditation and applications of HCPs endorsed by the PRO Sub-Accreditation Committee.
10	Chauffeur II	18-02-0009	6	14,847	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat. II)		Quality Assurance Group (to be assigned in the PRID)	Under general supervision, the Chauffeur II shall be responsible for transporting the Executive Officer and authorized employees Office to and from their official destinations 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.

Qualified applicants are advised to send their complete application documents at the PhilHealth Central Office 709 CityState Centre Shaw Blvd., Oranbo, Pasig City or at email address recruitment@philhealth.gov.ph until July 20, 2020.

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE NCR

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 Examiner A (Republication)	33-01-0028	13	25232	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 Fiscal Examiner A shall perform various finance-related jobs.
2	Attorney IV (Republication)	25-04-0023	23	73811	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office NCR	Under general supervision, the Attorney IV shall provide legal support to the Vice President in all transactions and activities engaged in by the PRO.
3	Attorney IV (Republication)	25-04-0025	23	73811	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office NCR	Under general supervision, the Attorney IV shall provide legal support to the Vice President in all transactions and activities engaged in by the PRO.
4	Special Investigator IV (Republication)	28-04-0007	22	65319	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 NCR	Under general supervision, the Special Investigator IV is responsible in the performance of enforcement and monitoring functions of the PRO
5	Special Investigator IV (Republication)	28-04-0008	22	65319	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 NCR	Under general supervision, the Special Investigator IV is responsible in the performance of enforcement and monitoring functions of the PRO
6	Special Investigator III (Republication)	28-03-0011	18	40637	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 Special Investigator III is responsible in the performance of investigative functions in the PRO.
7	Special Investigator III (Republication)	28-03-0012	18	40637	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 Special Investigator III is responsible in the performance of investigative functions in the PRO.
8	Special Investigator III (Republication)	28-03-0013	18	40637	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 Special Investigator III is responsible in the performance of investigative functions in the PRO.
9	Special Investigator III (Republication)	28-03-0014	18	40637	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 Special Investigator III is responsible in the performance of investigative functions in the PRO.
10	Special Investigator III (Republication)	28-03-0015	18	40637	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 Special Investigator III is responsible in the performance of investigative functions in the PRO.

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE NCR

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 (Republication)	28-03-0016	18	40637	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 Special Investigator III is responsible in the performance of investigative functions in the PRO.
12	Special Investigator II (Republication)	28-02-0021	15	30531	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 NCR	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)	28-02-0022	15	30531	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 NCR	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 II (Republication)	28-02-0023	15	30531	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 NCR	Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.
15	Special Investigator II (Republication)	28-02-0024	15	30531	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 NCR	Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.
16	Special Investigator II (Republication)	28-02-0025	15	30531	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 NCR	Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.
17	Special Investigator II (Republication)	28-02-0026	15	30531	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 NCR	Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.
18	Special Investigator II (Republication)	28-02-0027	15	30531	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 NCR	Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.
19	Medical Specialist III (Republication)	41-02-0035	23	73811	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office NCR - South Branch	Under general supervision, the Medical Specialist III shall perform either medical evaluation of claims or evaluation of accreditation of health care providers

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE NCR

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
20	Medical Specialist III (Republication)	41-02-0031	23	73811	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office NCR - South Branch	Under general supervision, the Medical Specialist III shall perform either medical evaluation of claims or evaluation of accreditation of health care providers
21	Social Insurance Officer III (Republication)	48-03-0017	15	30531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Kalookan 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.
22	Social Insurance Officer I (Republication)	48-01-0040	11	20754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Kalookan 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).
23	Social Insurance Assistant I (Republication)	51-01-0054	8	16758	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 - Central Branch (Head Office Branch)	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.
24	Social Insurance Assistant I (Republication)	51-01-0052	8	16758	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 - Central Branch (Head Office Branch)	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.
25	Cash Clerk III (Republication)	35-03-0008	8	16758	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Makati Service Office	Under general supervision, the Cash 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) IN THE PHILHEALTH REGIONAL OFFICE NCR

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
26	Social Insurance Assistant I (Republication)	51-01-0083	8	16758	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Muntinlupa 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.
27	Social Insurance Officer III (Republication)	48-03-0042	15	30531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Pasig Service Office (Branch PMAC)	Under general supervision, the Social Insurance Officer III shall be responsible for providing services in any of the following areas: a) marketing/advocacy or collection management of medium-sized organized groups/private and government agencies; and b) review of benefit payment computation.
28	Social Insurance Assistant I (Republication)	51-01-0047	8	16758	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 - Central Branch (Head Office Branch)	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.
29	Fiscal Controller I (Republication)	32-01-0038	11	20754	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 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.
30	Social Insurance Officer I (Republication)	48-01-0036	11	20754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office NCR - North Branch (Manila Proper)	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).

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE NCR

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
31	Social Insurance Officer I (Republication)	48-01-0042	11	20754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Kalookan 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).
32	Social Insurance Assistant II	51-02-0013	10	19233	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 NCR - Central Branch (Head Office Branch)	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
33	Social Insurance Officer III	48-03-0020	15	30531	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 (Head Office Branch)	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.
34	Social Insurance Assistant I	51-01-0032	8	16758	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.
35	Fiscal Clerk III (Republication)	31-03-0010	8	16758	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 NCR - South Branch	Under general supervision, the Fiscal Clerk III shall provide assistance in checks review, preparation of collection reports and other clerical works.
36	Fiscal Clerk III (Republication)	31-03-0009	8	16758	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 NCR - South Branch	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 NCR, VCP Building , Block 56 Lot 11, No. 68 Kalayaan Avenue, Teacher's Village, Quezon City or at email address hr.proncr@philhealth.gov.ph until July 20, 2020.

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE CAR

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 IV (Republication)	28-04-0009	22	65319	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 CAR	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 CAR - SN Oriental Traders Building, No. 19 Leonard Wood Road, Baguio or at email address hr.procar@philhealth.gov.ph until July 20, 2020.

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE I

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 IV (Republication)	28-04-0010	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 I	Under general supervision, the Special Investigator IV is responsible in the performance of enforcement and monitoring functions of the PRO
2	Special Investigator III (Republication)	28-03-0019	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 I	Under general supervision, the Special Investigator III is responsible in the performance of investigative functions in the PRO.
3	Special Investigator III (Republication)	28-03-0020	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 I	Under general supervision, the Special Investigator III is responsible in the performance of investigative functions in the PRO.
4	Fiscal Controller III	32-03-0021	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 I	Under general supervision, the Fiscal Controller III shall perform responsible jobs in preparation of accounting- related reports, budgeting and fund disbursement.
5	Social Insurance Officer III (Republication)	48-03-0055	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 I	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	Chief Social Insurance Officer	48-06-0061	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		La Union 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.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office I - Akia Bldg., Old De Venecia Highway, Dagupan City or at email address hr.pro1@philhealth.gov.ph until July 20, 2020.

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE II

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 IV (Republication)	28-04-0011	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 II	Under general supervision, the Special Investigator IV is responsible in the performance of enforcement and monitoring functions of the PRO
2	Clerk III (Republication)	20-03-0065	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office II	Under general supervision, the Clerk III shall be responsible for proper and timely handling of all incoming and outgoing papers/documents of the Office/Department/Division. He/she shall also maintain systematic filing of documents of the Office/Department/Division.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office II - The Builder's Place, Del Rosario, Tuguegarao City or at email address hr.pro2@philhealth.gov.ph until July 20, 2020.

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE III

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)	25-04-0026	23	73,811	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office III	Under general supervision, the Attorney IV shall provide legal support to the Vice President in all transactions and activities engaged in by the PRO.
2	Special Investigator IV (Republication)	28-04-0012	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 III	Under general supervision, the Special Investigator IV is responsible in the performance of enforcement and monitoring functions of the PRO
3	Special Investigator IV (Republication)	28-04-0013	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 III	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 III-Branch A PhilHealth Buidling, Lazatin Blvd, Dolores, City of San Fernando, Pampanga or at email address hr.pro3a@philhealth.gov.ph until July 20, 2020.

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE IV-A

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 IV (Republication)	28-04-0014	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 IV-A	Under general supervision, the Special Investigator IV is responsible in the performance of enforcement and monitoring functions of the PRO
2	Special Investigator III (Republication)	28-03-0028	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 IV-A	Under general supervision, the Special Investigator III is responsible in the performance of investigative functions in the PRO.
3	Social Insurance Officer II	48-02-0047	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IV-A	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	Fiscal Examiner A	33-01-0056	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IV-A	Under general supervision, the Fiscal Examiner A shall perform various finance-related jobs.
5	Fiscal Controller III	32-03-0026	18	40,637	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office IV-A	Under general supervision, the Fiscal Controller III shall perform responsible jobs in preparation of accounting-related reports, budgeting and fund disbursement.
6	Social Insurance Assistant I	51-01-0139	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		Imus 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 IV-A, Lucena Grand Central Terminal, Ilayang Dupay, Lucena City or at email address hrd.pro4A@philhealth.gov.ph until July 20, 2020.

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE V

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 IV (Republication)	28-04-0016	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 V	Under general supervision, the Special Investigator IV is responsible in the performance of enforcement and monitoring functions of the PRO
2	Special Investigator III (Republication)	28-03-0034	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 V	Under general supervision, the Special Investigator III is responsible in the performance of investigative functions in the PRO.
3	Special Investigator III (Republication)	28-03-0035	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 V	Under general supervision, the Special Investigator III is responsible in the performance of investigative functions in the PRO.
4	Special Investigator II (Republication)	28-02-0047	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 V	Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.
5	Clerk III (Republication)	20-03-0080	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office V	Under general supervision, the Clerk III shall be responsible for proper and timely handling of all incoming and outgoing papers/documents of the Office/Department/Division. He/she shall also maintain systematic filing of documents of the Office/Department/Division.
6	Social Insurance Assistant II (Republication)	51-02-0090	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		Camarines Sur 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
7	Planning Officer III (Republication)	53-03-0011	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 V	Under general supervision, the Planning Officer III provides the Regional Vice-President with technical assistance in the formulation and monitoring of operational and tactical plans of the PRO in relation to the overall Corporate Plan.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office V, ANST 3 Bldg., Alternate Road, Legaspi City or at email address hr.pro5@philhealth.gov.ph until July 20, 2020.

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE VI

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 (Republication)	51-01-0164	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 VI	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	Special Investigator IV (Republication)	28-04-0017	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 VI	Under general supervision, the Special Investigator IV is responsible in the performance of enforcement and monitoring functions of the PRO
3	Special Investigator IV (Republication)	28-04-0018	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 VI	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 VI, Gaisano Capital Bldg., Luna St., La Paz, Iloilo City or at email address hr.pro6@philhealth.gov.ph until July 20, 2020.

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE VII

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 IV (Republication)	28-04-0019	22	65319	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 VII	Under general supervision, the Special Investigator IV is responsible in the performance of enforcement and monitoring functions of the PRO
2	Special Investigator III (Republication)	28-03-0041	18	40837	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 Special Investigator III is responsible in the performance of investigative functions in the PRO.
3	Special Investigator III (Republication)	28-03-0042	18	40637	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 Special Investigator III is responsible in the performance of investigative functions in the PRO.
4	Special Investigator II (Republication)	28-02-0054	15	30531	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 VII	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)	28-02-0055	15	30531	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 VII	Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.
6	Social Insurance Assistant II (Republication)	51-02-0107	10	19233	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 VII	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, 9TH Floor, The Golden Peak Hotel & Suites, Gorordo Ave. cor. Escario St., Cebu City or at email address hr.pro7@philhealth.gov.ph until July 20, 2020.

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK & FILE) IN THE PHILHEALTH REGIONAL OFFICE IX

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	16-01-0057	11	20,754	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IX	Under general supervision, the Administrative Officer I shall be responsible for the records management function in the PRO.

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 until July 20, 2020.

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE XI

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 IV (Republication)	28-04-0023	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 XI	Under general supervision, the Special Investigator IV is responsible in the performance of enforcement and monitoring functions of the PRO
2	Special Investigator II (Republication)	28-02-0064	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 XI	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)	28-02-0065	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 XI	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)	28-02-0066	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 XI	Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.
5	Social Insurance Officer II	48-02-0123	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Mati Service Office	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.

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 until July 20, 2020.

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE CARAGA

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	Administration Services Officer II	14-02-0009	13	25,232	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office CARAGA	Under general supervision, the Administration Services Officer II shall assist in providing general support services to PhilHealth Regional Office and Field Offices.

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 until July 20, 2020.

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE PHILHEALTH REGIONAL OFFICE BARMM

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)	25-04-0019	23	73,811	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office BARMM	Under general supervision, the Attorney IV shall provide legal support to the Vice President in all transactions and activities engaged in by the PRO.
	Social Insurance Officer I (Republication)	48-01-0250	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office BARMM	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	Clerk III (Republication)	20-03-0118	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office BARMM	Under general supervision, the Clerk III shall be responsible for proper and timely handling of all incoming and outgoing papers/documents of the Office/Department/Division. He/she shall also maintain systematic filing of documents of the Office/Department/Division.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office BARMM, Khouzbarry Business Complex, Ja'far Ali Bin Talib St., New Capitol Heights, Marawi Poblacion, Marawi City or at email address pro.armm@philhealth.gov.ph until July 20, 2020.