



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

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Call Center: (02) 8441-7442 Trunkline: (02) 8441-7444  
[www.philhealth.gov.ph](http://www.philhealth.gov.ph)



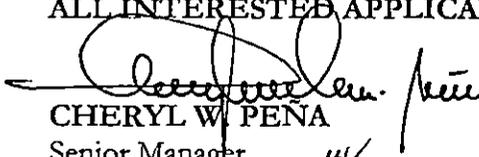
UNIVERSAL HEALTH CARE  
KALUSUGAN AT PAMAMAYOK SA LAZAR

December 17, 2020

**HRD MEMORANDUM**

No. 2020- 530

**TO :** ALL INTERESTED APPLICANTS

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

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

Attached is the list of vacant Executive/Managerial positions 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 JAN 04 2021:

**Internal Applicant:**

1. Application Form;
2. Personal Data Sheet (PDS) 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/)



### **External Applicant:**

1. Application Form;
2. Personal Data Sheet (PDS) or CS Form No. 212, Revised 2017 with Work Experience Sheet (WES);
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 7521 or 7522 for queries on matters not covered by this advisory.

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**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK FILE) IN THE CENTRAL OFFICE**

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Department Manager III (Republication)	06-00-0028	26	107,444	Master's Degree* OR Certificate in Leadership and Management (C-Pro) from CSC  *Completion of the Degrees of Bachelor of Laws and Doctor of Medicine, or holders of Career Executive Service (CES) or Career Service Executive (CSE) eligibles shall be considered to have met the masters degree requirement	120 hours of supervisory/management learning and development intervention	5 years supervisory experience	Career Service (Professional)/ Second Level Eligibility		Accreditation Department	Under general supervision, responsible for reviewing and approving the accreditation of all institutional and professional health care providers.

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2	Department Manager III (Republication)	06-00-0011	26	107,444	Master's Degree* OR Certificate in Leadership and Management (C-Pro) from CSC  *Completion of the Degrees of Bachelor of Laws and Doctor of Medicine, or holders of Career Executive Service (CES) or Career Service Executive (CSE) eligibles shall be considered to have met the masters degree requirement	120 hours of supervisory/management learning and development intervention	5 years supervisory experience	Career Service (Professional)/ Second Level Eligibility		Benefits Development & Research Department	Within the guidelines and limits of authority established by the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Department Manager III, is responsible for planning, organizing, directing, coordinating, controlling and evaluating the activities of Benefits Development & Research Department to achieve established objectives and targets.

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3	Department Manager III (Republication)	06-00-0013	26	107,444	Master's Degree* OR Certificate in Leadership and Management (C-Pro) from CSC  *Completion of the Degrees of Bachelor of Laws and Doctor of Medicine, or holders of Career Executive Service (CES) or Career Service Executive (CSE) eligibles shall be considered to have met the masters degree requirement	120 hours of supervisory/management learning and development intervention	5 years supervisory experience	Career Service (Professional)/ Second Level Eligibility		Comptrollership Department	Within guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation (PhilHealth) and other relevant government regulations, the Department Manager for Comptrollership Department is responsible for planning, organizing, directing, coordinating and controlling the activities of the Comptrollership Department to achieve established goals and objectives. The Comptrollership Department is responsible for effective and efficient financial control and reporting. It exercises overall supervision, management, execution and control of activities related to financial planning, fiscal management, and accounting.

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4	Department Manager III (Republication)	06-00-0004	26	107,444	Master's Degree* OR Certificate in Leadership and Management (C-Pro) from CSC  *Completion of the Degrees of Bachelor of Laws and Doctor of Medicine, or holders of Career Executive Service (CES) or Career Service Executive (CSE) eligibles shall be considered to have met the masters degree requirement	120 hours of supervisory/management learning and development intervention	5 years supervisory experience	Career Service (Professional)/ Second Level Eligibility		Corporate Planning Department	Within the guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Department Manager III is responsible for planning, organizing, directing, coordinating, and controlling the activities of the Corporate Planning Department. He/She is responsible for developing, managing and monitoring the strategic and business programs and plans of the Corporation to achieve established strategic goals and objectives. He/she shall direct the policy development process and manage the knowledge resources of the Corporation. He/she is responsible for the development and implementation of a performance management and reporting system for the Corporation.

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5	Department Manager III	06-00-0023	26	107,444	<p>Master's Degree* OR Certificate in Leadership and Management (C-Pro) from CSC</p> <p>*Completion of the Degrees of Bachelor of Laws and Doctor of Medicine, or holders of Career Executive Service (CES) or Career Service Executive (CSE) eligibles shall be considered to have met the masters degree requirement</p>	120 hours of supervisory/management learning and development intervention	5 years supervisory experience	Career Service (Professional)/ Second Level Eligibility		<p>Fact-Finding, Investigation &amp; Enforcement Department</p> <p>Within the guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Department Manager, Fact-Finding Investigation and Enforcement Department is responsible for planning, organizing, directing, coordinating and controlling the activities of the department to achieve its established objectives and targets.</p> <p>The primary activities of the Fact-Finding Investigation and Enforcement Department include but not limited to the following: (1) shall be responsible for validating and finalizing investigation reports and complaints/affidavits; (2) shall develop anti-fraud mechanisms for all processes and stakeholders of the Corporation; and (3) shall serve as the enforcement arm and secretariat of the PhilHealth Anti-Fraud Committee.</p>	

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6	Department Manager III (Republication)	06-00-0022	26	107,444	Master's Degree* OR Certificate in Leadership and Management (C-Pro) from CSC  *Completion of the Degrees of Bachelor of Laws and Doctor of Medicine, or holders of Career Executive Service (CES) or Career Service Executive (CSE) eligibles shall be considered to have met the masters degree requirement	120 hours of supervisory/management learning and development intervention	5 years supervisory experience	Career Service (Professional)/ Second Level Eligibility		Physical Resources and Infrastructure Department	Within guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation (Philhealth) and relevant government regulations, the Physical Resources and Infrastructure Department Manager is responsible for planning, organizing, directing, coordinating, controlling, the activities of the Physical Resources and Infrastructure Department to achieve established objectives and targets.

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7	Assistant Vice President (Republication)	05-00-0003	26	107,444	Master's Degree* OR Certificate in Leadership and Management (C-Pro) from CSC  *Completion of the Degrees of Bachelor of Laws and Doctor of Medicine, or holders of Career Executive Service (CES) or Career Service Executive (CSE) eligibles shall be considered to have met the masters degree requirement	120 hours of supervisory/management learning and development intervention	5 years supervisory experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office II	Within the guidelines and limits of the authority established by the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Assistant Vice President is responsible for the effective and efficient achievement of PRO target through responsible planning, organizing, directing, coordinating, controlling and evaluating the programs/projects/activities of the PRO.

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8	Assistant Vice President	05-00-0004	26	107,444	<p>Master's Degree* OR Certificate in Leadership and Management (C-Pro) from CSC</p> <p>*Completion of the Degrees of Bachelor of Laws and Doctor of Medicine, or holders of Career Executive Service (CES) or Career Service Executive (CSE) eligibles shall be considered to have met the masters degree requirement</p>	120 hours of supervisory/management learning and development intervention	5 years supervisory experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IV-A	<p>Within the guidelines and limits of the authority established by the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Assistant Vice President is responsible for the effective and efficient achievement of PRO target through responsible planning, organizing, directing, coordinating, controlling and evaluating the programs/projects/activities of the PRO.</p>

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9	Assistant Vice President (Republication)	05-00-0009	26	107,444	Master's Degree* OR Certificate in Leadership and Management (C-Pro) from CSC  *Completion of the Degrees of Bachelor of Laws and Doctor of Medicine, or holders of Career Executive Service (CES) or Career Service Executive (CSE) eligibles shall be considered to have met the masters degree requirement	120 hours of supervisory/management learning and development intervention	5 years supervisory experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office VIII	Within the guidelines and limits of the authority established by the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Assistant Vice President is responsible for the effective and efficient achievement of PRO target through responsible planning, organizing, directing, coordinating, controlling and evaluating the programs/projects/activities of the PRO.

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10	Assistant Vice President (Republication)	05-00-0013	26	107,444	Master's Degree* OR Certificate in Leadership and Management (C-Pro) from CSC  *Completion of the Degrees of Bachelor of Laws and Doctor of Medicine, or holders of Career Executive Service (CES) or Career Service Executive (CSE) eligibles shall be considered to have met the masters degree requirement	120 hours of supervisory/management learning and development intervention	5 years supervisory experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office XII	Within the guidelines and limits of the authority established by the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Assistant Vice President is responsible for the effective and efficient achievement of PRO target through responsible planning, organizing, directing, coordinating, controlling and evaluating the programs/projects/activities of the PRO.

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11	Assistant Vice President	05-00-0015	26	107,444	Master's Degree* OR Certificate in Leadership and Management (C-Pro) from CSC  *Completion of the Degrees of Bachelor of Laws and Doctor of Medicine, or holders of Career Executive Service (CES) or Career Service Executive (CSE) eligibles shall be considered to have met the masters degree requirement	120 hours of supervisory/management learning and development intervention	5 years supervisory experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office ARMM	Within the guidelines and limits of the authority established by the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Assistant Vice President is responsible for the effective and efficient achievement of PRO target through responsible planning, organizing, directing, coordinating, controlling and evaluating the programs/projects/activities of the PRO.

Qualified applicants are advised to send their complete application documents at the Human Resource Department, Room 1507 CityState Centre Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City or at email address [recruitment@philhealth.gov.ph](mailto:recruitment@philhealth.gov.ph) until **JAN 04 2021**.