

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

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Call Center: (02) 8441-7442 Trunkline: (02) 8441-7444  
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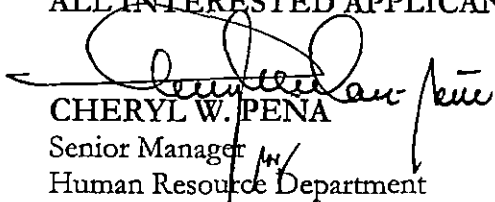
UNIVERSAL HEALTH CARE  
KATAPUSAN AT KATINDIGAN PARA SA LAHAT

January 25, 2021

**HRD MEMORANDUM**

No. 2021- 01-042

**TO :** ALL INTERESTED APPLICANTS

**FROM :**   
CHERYL W. PENA  
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 FEB 08 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.



**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	Supervising Auditing Systems Specialist	13-04-0001	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		Financial Audit Department	Under general supervision, the Supervising Auditing Systems Specialist of the Financial Audit Department assists in supervising a division tasked with internal audit functions involving the financial transactions of the Corporation and does related work.
2	Administration Services Assistant C	15-03-0065	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		Corporate Planning Department	Under general supervision, the Administration Services Assistant C shall perform a variety of administrative duties in the discharge of the functions of the Department/Office.
3	Planning Officer II	53-02-0002	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 Member Management Group)	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.
4	Executive Assistant III	10-03-0003	20	51,155	Bachelor's degree	8 hours of training	2 years experience	Career Service (Professional)/ Second Level Eligibility		Office of the Chief Operating Officer	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.

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No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
5	Executive Assistant V	10-05-0001	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		Office of the Chief Operating Officer	Under general supervision, the Executive Assistant V of the Office of the Chief Operating Officer shall provide technical administrative support to the Executive Vice-President to ensure that he/she effectively and efficiently discharges his/her functions as head of the Office.
6	Administrative Officer III	16-03-0004	18	40,637	Bachelor's degree	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Physical Resources and Infrastructure Department	Under general supervision, the Administrative Officer III shall supervise the receipt of supplies and materials purchased for proper storage and distribution. He/She shall likewise ensure that all necessary documents have been satisfied prior to its release and or issuance.
7	Division Chief IV	07-00-0012	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		Physical Resources and Infrastructure Department	Within guidelines and limits of authority established by policies of the Corporation and relevant government regulations, the Division Chief IV shall assists the Department Manager III in planning, organizing, directing, coordinating and controlling the activities of the Property & Supply Management Division in line with the thrust of the Physical Resources & Infrastructure Department.

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No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
8	Financial Planning Assistant B	34-02-0001	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		Treasury Department	Under general supervision, the Financial Planning Assistant B shall provide administrative support to the Fiscal Controller II and his/her other superiors including updating of remittance databases and establishing a general file of documents of the Remittance Unit.
9	Social Insurance Specialist	49-01-0015	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 (to be assigned in Member Management Group)	Under general supervision of the Senior Social Insurance Specialist, the Social Insurance Specialist shall handle specific project/s to cover in the conduct of various researches or to monitor.
10	Social Insurance Officer I	48-01-0027	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility		Special Programs Department (to be assigned in PRO NCR North)	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 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	Social Insurance Analyst II	50-02-0005	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Special Programs Department (to be assigned in Overseas Filipino Program)	Under general supervision, the Social Insurance Analyst II shall be responsible for preparation of various monitoring reports / presentations covering specific project/s, gathering of simple research data and transforming these data into management reports.
12	Chief Social Insurance Officer	48-06-0002	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		Office of the First Vice President For The North Luzon & NCR Area	Under general supervision, the Chief Social Insurance Officer shall be responsible for the supervision of day-to-day implementation activities of PRO projects and ensure effectiveness and efficiency in its administration.
13	Administration Services Assistant C (Republication)	15-03-0015	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		Quality Assurance Group	Under general supervision, the Administration Services Assistant C shall perform a variety of administrative duties in the discharge of the functions of the Department/Office.
14	Fiscal Controller III (Republication)	32-03-0014	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		Comptrollership Department	Under general supervision, the Fiscal Controller III shall supervise the maintenance and preparation of complete and systematic set of records of all financial transactions related to the administrative and operating expenses of the Regional offices of the Corporation. He/She shall provide technical and administrative support to the Fiscal Controller IV to ensure he/she can effectively and efficiently discharge his/her functions as official of the Branch Accounting Team.

**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)		
15	Medical Specialist III (Republication)	41-02-0012	23	73,811	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		Standards and Monitoring Department	Under general supervision, the Medical Specialist III of the Performance Monitoring Division shall monitor the adherence of Health Care Providers to accreditation standards, clinical practice guidelines, and other standards of practice.

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 FEB 08 2021.

**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	Special Investigator II (Republication)	28-02-0005	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	Administrative Officer IV (Republication)	16-04-0009	22	65,319	Bachelor's degree	16 hours of relevant training	3 years relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office III	Under general supervision, the Administrative Officer IV shall be responsible the supervision of the human resource management and physical infrastructure management in the PRO/Branch.
3	Attorney IV (Republication)	25-04-0007	23	73,811	Bachelor of Laws	2 years relevant experience	8 hours of relevant training	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.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office III-Branch A 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) until FEB 08 2021.



**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	Social Insurance Officer III	48-03-0093	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		Imus 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.
2	Human Resource Management Assistant II	21-02-0004	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 IV-A	Under general supervision, the HRM Assistant II shall provide administrative function in leave administration and attendance monitoring, payroll preparation, issuance of employment records and conduct of training/seminars.

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](mailto:hrd.pro4A@philhealth.gov.ph) until FEB 08 2021.

**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	Chief Social Insurance Officer	48-06-0091	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		Camarines Norte 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 V, ANST III Bldg., Alternate Road, Legaspi City or at email address [hr.pro5@philhealth.gov.ph](mailto:hr.pro5@philhealth.gov.ph) until FEB 08 2021.

**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	Clerk III (Republication)	20-03-0090	6	14847	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 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.
2	Clerk III (Republication)	20-03-0087	6	14847	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 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 VII, 8F Skytower, N. Escario cor Acacia St, Camputhaw, Cebu City or at email address [hr.pro7@philhealth.gov.ph](mailto:hr.pro7@philhealth.gov.ph) until FEB 08 2021.

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

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 Specialist IV	41-03-0020	24	83,406	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office VIII	Under general supervision, the Medical Specialist IV shall be responsible for ensuring the delivery of health care services to NHIP covering, accreditation and quality assurance and claims processing.
2	Social Insurance Assistant II	51-02-0128	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		Maasin 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 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 **FEB 08 2021**

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

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	48-06-0122	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		Ozamis 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 X, Gateway Tower 2, Limketkai Center, Cagayan de Oro City or at email address [hr.pro10@philhealth.gov.ph](mailto:hr.pro10@philhealth.gov.ph) on or before **FEB 08 2021**.

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

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 III	48-03-0162	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		Kidapawan 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.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office XII, CSA I Building Cor. Zulueta Street, General Santos Drive, Koronadal City or at email address [hr.pro12@philhealth.gov.ph](mailto:hr.pro12@philhealth.gov.ph) until **FEB 08 2021**.