



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

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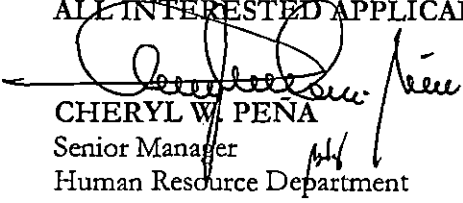
UNIVERSAL HEALTH CARE
KALUSUGAN AT BALINGKA PARA SA LAHAT

April 13, 2021

HRD MEMORANDUM

No. 2021- 04-160

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PEÑA
Senior Manager
Human Resource Department

SUBJECT : Notice of Vacant First and Second Level Positions (Rank & File)

Attached is the list of vacant first and second level positions (rank & file) in the Corporation with the corresponding item number, salary grade and qualification standards that are authorized to be filled. Said notice was also published in the CSC website at <http://ncr.csc.gov.ph> in compliance with CSC MC No. 14, s. 2018 on the Omnibus Rules on Appointments and Other Human Resource Action, as Revised July 2018 and PhilHealth's Merit Selection Plan (MSP)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.

For republished positions, previous applicants shall still be considered in the processing; however, they can still submit updates on their application during this publication (if any).

Qualified applicants are advised to submit the following requirements² to the concerned offices until **APRIL 26, 2021**:

Internal Applicant:

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



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	Medical Officer VII (republication)	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.
2	Attorney V (republication)	09-00-0010	25	95,083	Bachelor of Laws	40 hours of supervisory/management learning and development intervention	4 years supervisory/management experience	RA 1080		Internal Legal Department	Under general supervision, the Attorney V is responsible for preparing, reviewing, and analyzing documents and/or legal cases handled and filed by the Collection Enforcement Division, Internal Legal Department.
3	Social Insurance Specialist (republication)	49-01-0016	15	30,531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Marketing and Collection Department (under MMG)	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.
4	Administration Services Assistant C (republication)	15-03-0020	8	16,758	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Marketing and Collection Department (under MMG)	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.

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)		
5	Division Chief IV (republishation)	07-00-0018	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		Marketing and Collection Department (under MMG)	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.
6	Clerk III (republishation)	20-03-0038	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility		Member Management Group	Under general supervision, the Clerk III shall be responsible for 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.
7	Division Chief IV (republishation)	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 to 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.
8	Actuarial Researcher I (republishation)	38-01-0001	20	51,155	Bachelor's degree relevant to the job	16 hours of relevant training	3 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Office of the Actuary	Under general supervision, the Actuarial Associate shall perform a variety of administrative and technical duties to facilitate the implementation of administrative and technical decisions by the Actuary.
9	Executive Assistant III (republishation)	10-03-0007	20	51,155	Bachelor's degree	8 hours of training	2 years experience	Career Service (Professional)/ Second Level Eligibility		Office of the First Vice President For The South Luzon & Visayas Area (to be assigned under Area III)	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.

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)		
10	Medical Officer VII (republication)	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.
11	Medical Specialist IV (republication)	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.
12	Social Insurance Analyst I (republication)	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.
13	Social Insurance Specialist (republication)	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.

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 until April 26, 2021.

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	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
2	Social Insurance Officer II	48-02-0021	13	25232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office NCR - South 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.
3	Fiscal Controller II	32-02-0031	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 - South Branch	Under general supervision, the Fiscal Controller II shall provide assistance in billing and collections functions, financial reporting and cash management.
4	Social Insurance Assistant II	51-02-0125	10	19233	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Cataman Service Office (to be assigned in PRO NCR South 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
5	Social Insurance Officer III	48-03-0038	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 - South 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.
6	Medical Specialist III	41-02-0032	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
7	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
8	Social Insurance Officer III	48-03-0023	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.

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)		
9	Senior Social Insurance Officer	48-05-0006	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 Senior Social Insurance Officer shall be responsible for providing critical technical function in any of the following areas: a) member management; b) benefit monitoring; c) collection management; and d) accreditation and quality assurance.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office 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 April 26, 2021.

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

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	08-00-0018	25	95,083.00	Doctor of Medicine	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	RA 1080		PhilHealth Regional Office IV-B	Under general supervision, the Medical Officer VII shall be responsible for ensuring the delivery of health care services to NHIP covering, accreditation and quality assurance and claims processing.
2	Medical Specialist I	40-04-0013	21	57,805.00	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office IV-B	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers
3	Fiscal Controller III	32-03-0028	18	40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office IV-B	Under general supervision, the Fiscal Controller III shall perform responsible jobs in preparation of accounting-related reports, budgeting and fund disbursement.
4	Administration Services Assistant C	15-03-0092	8	16,758.00	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 IV-B	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.
5	Social Insurance Officer III	48-03-0095	15	30,531.00	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 IV-B	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 IV-B, XentroMall Batangas City, Diversion Road, Brgy. Alangilan, Batangas City or at email address hrd.pro4b@philhealth.gov.ph until April 26, 2021.

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	Social Insurance Officer I	48-01-0200	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IX	Under general supervision, the Social Insurance Officer I shall provide assistance in any of the following areas: a) marketing/advocacy; b) screening and validation of membership application/amendment forms; c) monitoring of accounts of small to medium sized agencies; d) computation of benefit (performance standards less than SIO II); and e) accreditation of health care professionals and health care providers (less problematic case).

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 April 26, 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	Chief Social Insurance Officer	48-06-0032	22	65319	Bachelor's degree relevant to the job	24 hours of relevant training	4 years relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office VIII	Under general supervision, the Chief Social Insurance Officer shall be responsible for the supervision of program implementation in membership management and/or collection/contribution management.
2	Chief Social Insurance Officer (republication)	48-06-0109	22	65319	Bachelor's degree relevant to the job	24 hours of relevant training	4 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Catarman Service Office	Under general supervision, the Chief Social Insurance Officer shall be responsible for the supervision of program implementation in membership management and/or collection/contribution management.
3	Social Insurance Assistant I (republication)	51-01-0202	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		Catarman Service Office	Under general supervision, the Social Insurance Assistant I shall provide services in the receiving/screening of membership forms, receiving and screening of claims and distribution of IEC materials.
4	Human Resource Management Officer I (republication)	22-01-0018	11	20754	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office VIII	Under general supervision, the HRM Officer I shall provide administrative support in the conduct of programs and activities in the HR PRO consistent with the corporate HR policies, strategies and plans.
5	Social Insurance Assistant I (republication)	51-01-0191	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 VIII	Under general supervision, the Social Insurance Assistant I shall provide services in the receiving/screening of membership forms, receiving and screening of claims and distribution of IEC materials.
6	Social Insurance Assistant I (republication)	51-01-0194	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		Tacloban Service Office (PRO PMAC)	Under general supervision, the Social Insurance Assistant I shall provide services in the receiving/screening of membership forms, receiving and screening of claims and distribution of IEC materials.
7	Social Insurance Officer II (republication)	48-02-0091	13	25232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office VIII	Under general supervision, the Social Insurance Officer II shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of small-sized organized groups/private and government agencies; b) benefit payment computation.
8	Social Insurance Officer II (republication)	48-02-0092	13	25232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office VIII	Under general supervision, the Social Insurance Officer II shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of small-sized organized groups/private and government agencies; b) benefit payment computation.
9	Social Insurance Officer III (republication)	48-03-0123	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 VIII	Under general supervision, the Social Insurance Officer III shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of medium-sized organized groups/private and government agencies; and b) review of

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)		
10	Special Investigator II (republishation)	28-02-0056	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 VIII	Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.
11	Special Investigator II (republishation)	28-02-0057	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 VIII	Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.
12	Special Investigator II (republishation)	28-02-0058	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 VIII	Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.
13	Special Investigator III (republishation)	28-03-0043	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 VIII	Under general supervision, the Special Investigator III is responsible in the performance of investigative functions in the PRO.
14	Special Investigator III (republishation)	28-03-0044	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 VIII	Under general supervision, the Special Investigator III is responsible in the performance of investigative functions in the PRO.
15	Special Investigator IV (republishation)	28-04-0020	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 VIII	Under general supervision, the Special Investigator IV is responsible in the performance of enforcement and monitoring functions of the PRO.
16	Chief Social Insurance Officer (republishation)	48-06-0111	22	65319	Bachelor's degree relevant to the job	24 hours of relevant training	4 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Ormoc 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.
17	Social Insurance Assistant II (republishation)	51-02-0122	10	19233	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Tacloban Service Office (PRO PMAC)	Under general supervision, the Social Insurance Assistant II shall provide assistance in the packaging and distribution of IEC material, screening of membership forms/collection reports

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 until **April 26, 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	Attorney IV (Republication)	25-04-0017	23	73811	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office XII	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 XII, CSA I Building Cor. Zulueta Street, General Santos Drive, Koronadal City or at email address hr.pro12@philhealth.gov.ph until April 26, 2021.

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	Chief Social Insurance Officer	48-06-0041	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		PhilHealth Regional Office CARAGA	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 CARAGA, 766 Lynzee's Bldg., J. Rosales Ave., Butuan City or at email address hr.procaraga@philhealth.gov.ph on or before April 26, 2021.