

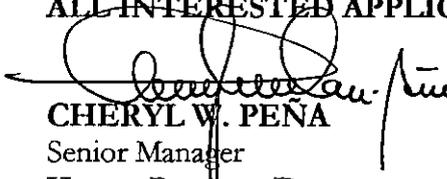


August 20, 2021

**HRD MEMORANDUM**

No. 2021- 08-365

**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)<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 SEP 03 2021 :

**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);
3. Original copy of authenticated certificate of eligibility/rating/license
  - 3.1 Certificate of Eligibility issued by the CSC or CESB; or

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

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



- 3.2 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	Attorney V	09-00-0011	25	95,083	Bachelor of Laws	40 hours of supervisory/management learning and development intervention	4 years supervisory/management experience	RA 1080		Arbitration Office	Within the guidelines and limits of authority established by the policies of Philippine Health Insurance Corporation (PHIC) and relevant government regulations, the Attorney V is responsible for conducting investigations and hearings and rendering judgement on complaints, grievances and other legal issues brought to the attention of the Arbitration Office.
2	Attorney IV	25-04-0028	23	73,811	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080		Arbitration Office	Directly reporting to the Attorney V, provides direct support to Attorney V in conducting investigations and hearings and rendering judgement on complaints, grievances and other legal issues brought to the attention of the Arbitration Office.
3	Attorney IV	25-04-0029	23	73,811	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080		Arbitration Office	Directly reporting to the Attorney V, provides direct support to Attorney V in conducting investigations and hearings and rendering judgement on complaints, grievances and other legal issues brought to the attention of the Arbitration Office.
4	Attorney IV	25-04-0030	23	73,811	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080		Arbitration Office	Directly reporting to the Attorney V, provides direct support to Attorney V in conducting investigations and hearings and rendering judgement on complaints, grievances and other legal issues brought to the attention of the Arbitration 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	Attorney IV	25-04-0031	23	73,811	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080		Arbitration Office	Directly reporting to the Attorney V, provides direct support to Attorney V in conducting investigations and hearings and rendering judgement on complaints, grievances and other legal issues brought to the attention of the Arbitration Office.
6	Special Investigator IV	28-04-0028	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		Arbitration Office	Directly reporting to the Attorney V/ Attorney IV, leads the conduct of investigations and researches for hearings and rendering judgement on complaints, grievances and other legal issues brought to the attention of the Arbitration Office.
7	Special Investigator IV	28-04-0029	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		Arbitration Office	Directly reporting to the Attorney V/ Attorney IV, leads the conduct of investigations and researches for hearings and rendering judgement on complaints, grievances and other legal issues brought to the attention of the Arbitration Office.

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 SEP 03 2021.