

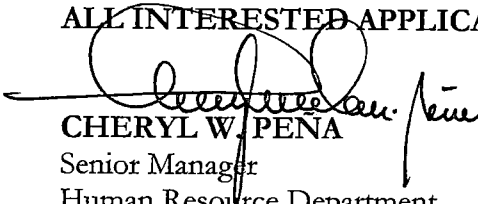


October 4, 2021

**HRD MEMORANDUM**

No. 2021- 10-003

**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.

**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 requirements<sup>2</sup> to the concerned offices until OCT 18 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	Medical Specialist III	41-02-0004	23	73,811	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		Protest and Appeals Review Department	Under general supervision, the Medical Specialist III is responsible for reviewing the claims in accordance with policies and guidelines in reviewing claims appealed by accredited service providers and beneficiaries.
2	Information Technology Officer I	57-01-0007	19	45,269	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Information Technology Management Department	With general supervision, the Information Technology Officer I shall assist in supervising the activities of the Information Technology Resource Management Division in the management of all networks, databases, operating systems and software packages and internet services and applications.
3	Medical Specialist III	41-02-0001	23	73,811	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		Internal Audit Group	Under general supervision, the Medical Specialist III of the Office of the Vice President-Internal Audit Group is responsible for the review and evaluation of medical related activities and transactions in the Corporation, including medical evaluation review of benefit claims, accreditation of health care providers and other matters requiring knowledge and skills in medicine, to ensure compliance with standards and controls, policies and procedures.

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 Oct 18, 2021.

**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	Fiscal Controller IV	32-04-0002	22	65,319	Bachelor's degree relevant to the job	16 hours of relevant training	3 years relevant experience	RA 1080		PhilHealth Regional Office CAR	Under general supervision, the Fiscal Controller IV shall perform responsible jobs in financial control and reporting in the PRO.
2	Social Insurance Officer III	48-03-0046	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 CAR	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	Social Insurance Officer I (repubication)	48-01-0077	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office CAR	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 CAR - SN Oriental Traders Building, No. 19 Leonard Wood Road, Baguio City or at email address [hr.procar@philhealth.gov.ph](mailto:hr.procar@philhealth.gov.ph) until ~~OCT 10 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	41-02-0026	23	73811	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office NCR - Central Branch (Head Office 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 III	48-03-0022	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.
3	Administrative Officer II	16-02-0013	15	30531	Bachelor's degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office NCR - Central Branch (Head Office Branch)	Under general supervision, the Administrative Officer II shall be responsible for the implementation of plans/programs pertaining to procurement, supply and property management in the PRO.
4	Medical Specialist III	41-02-0021	23	73811	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office NCR - North Branch (Manila Proper)	Under general supervision, the Medical Specialist III shall perform either medical evaluation of claims or evaluation of accreditation of health care providers.
5	Human Resource Management Officer III	22-03-0003	18	40637	Bachelor's degree	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office NCR	Under general supervision, the HRM Officer III shall be responsible for the implementation of the human resource management and development program in the PRO consistent with the corporate HR policies, strategies and plans.
6	Fiscal Controller I	32-01-0011	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 Fiscal Controller I shall provide services on pre-audit/review of financial documents/reports, review of budget
7	Fiscal Controller II (replication)	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

**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)		
8	Social Insurance Officer I	48-01-0026	11	20754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Special Programs Department (to be assigned at PhilHealth Regional Office North Branch - POEA)	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 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](mailto:hr.proncr@philhealth.gov.ph) until OCT 18 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	Fiscal Controller I	32-01-0107	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office X	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.

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 ~~OCT 18 2021~~.

**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	Human Resource Management Assistant	21-01-0022	8	16,758	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 XI	Under general supervision, the HRM Assistant shall assist in attendance monitoring, processing of loan applications, issuance of compensation related documents and maintenance of 201 file.
2	Fiscal Examiner A	33-01-0066	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office XI	Under general supervision, the Fiscal Examiner A shall perform various finance-related jobs.
3	Medical Specialist I (repubication)	40-04-0032	21	57,805	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office XI	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers.
4	Medical Specialist I (repubication)	40-04-0029	21	57,805	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office XI	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers.
5	Social Insurance Officer III (repubication)	48-03-0149	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		Digos 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.
6	Social Insurance Officer I	48-01-0221	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office XI	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 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)		
7	Fiscal Controller II (repubication)	32-02-0045	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 XI	Under general supervision, the Fiscal Controller II shall provide assistance in billing and collections functions, financial reporting and cash management.
8	Social Insurance Officer III	48-03-0151	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		Nabunturan 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 XI, Valgo and Sons Bldg. Ext., Davao City or at email address [hr.pro11@philhealth.gov.ph](mailto:hr.pro11@philhealth.gov.ph) until OCT 18 2021.