

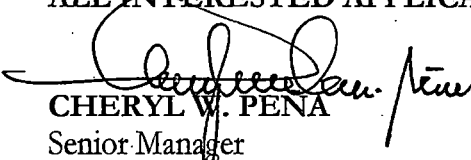


October 07, 2021

HRD MEMORANDUM

No. 2021- 10-035

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)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 **OCT 19 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	Administration Services Assistant C	15-03-0084	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		Arbitration Office	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.
2	Fiscal Examiner A	33-01-0014	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility		Comptrollership Department	Under general supervision, the Fiscal Examiner A shall provide technical and administrative support to the Fiscal Controller III in the discharge of the following functions: <input type="checkbox"/> review/evaluation of documents needing budget certification. <input type="checkbox"/> preparation of monthly budgetary reports. <input type="checkbox"/> review and documentation of proposals and analysis of budget reports submitted by all organizational units of the corporation. <input type="checkbox"/> maintenance and preparation of complete and systematic set of records of all financial transactions related to the administrative and operating expenses of the Corporation.
3	Planning Officer II	53-02-0006	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	Under general supervision, Planning Officer II shall assist in activities of the division that facilitate the strategic planning, integrated business and operational planning and policy development processes of the corporation.
4	Planning Officer I	53-01-0002	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility		Corporate Planning Department	Under general supervision, Planning Officer I shall assist in activities of the division that facilitate the strategic planning, integrated business and operational planning and policy development processes of the corporation.

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	Social Insurance Specialist	49-01-0022	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		Member Management Group (to be assigned in CAG-CADT)	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.
6	Special Investigator III	28-03-0006	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		Fact-Finding, Investigation & Enforcement Department	Under general supervision, the Special Investigator III is responsible in the performance of investigative functions.
7	Special Investigator III	28-03-0005	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		Fact-Finding, Investigation & Enforcement Department	Under general supervision, the Special Investigator III is responsible in the performance of investigative functions.
8	Administration Services Assistant B	15-02-0004	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		Fund Management Sector	Under general supervision, the Administration Services Assistant B shall assist in performing a variety of administrative duties in the discharge of the official functions of the Sector.
9	Information Systems Analyst II	55-02-0001	16	33,584	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		Information Technology Management Department	Under general supervision, the Information Systems Analyst II of the ICT Planning, Policy and Standards Division shall assist in defining, analyzing, getting new/ or improved ICT strategic plans, policies, standards, guidelines, procedures and monitoring tools.
10	Clerk III	20-03-0045	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Office of the First Vice President For The North Luzon & NCR Area (to be assigned in OAVP-Area III)	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.
11	Auditing Systems Specialist I	13-01-0002	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Financial Audit Department	Under general supervision, the Auditing Systems Specialist I of the Financial Audit Department performs simple and routine professional internal auditing and other related work.

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)		
12	Auditing Systems Specialist I	13-01-0003	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Operations Audit Department	Under general supervision, the Auditing Systems Specialist I of the Operations Audit Department performs simple and routine professional internal auditing and other related work.
13	Public Relations Officer I	45-01-0001	11	20,754	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Corporate Communications Department	Under general supervision, the Public Relations Officer I shall provide administrative support in the conduct of activities in ensuring synergistic implementation of corporate Communication Plan.
14	Legal Researcher III	27-03-0008	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		Prosecution Department	Under general supervision, the Legal Researcher III is responsible for gathering data and assists in the preparation of legal documents necessary for cases under the Prosecution Department.
15	Legal Researcher III	27-03-0011	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		Prosecution Department	Under general supervision, the Legal Researcher III is responsible for gathering data and assists in the preparation of legal documents necessary for cases under the Prosecution Department.
16	Administration Services Assistant C	15-03-0067	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		Protest and Appeals Review 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.
17	Administrative Officer I	16-01-0001	11	20,754	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Secretariat For The Bids and Awards Committee	Under general supervision, the Administrative Officer I shall provide technical and administrative support to the Division Chief to ensure that they can effectively and efficiently discharge his/her functions as head of the Committee.

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)		
18	Management Specialist II	13-02-0010	16	33,584	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Organization and Systems Development Office	The Management Specialist II position involves professional-level duties and judgement, and fewer routine administrative tasks. This position level receives considerable immediate supervision from the Supervising Management Specialist. He/She may be assigned to perform moderately complex to complex function in any of the organizational design/development project teams - business process review, organization design/restructuring, workforce planning and quality management.
19	Chauffeur II	18-02-0008	6	14,847	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat. II)		Health Finance Policy Sector	Under general supervision, the Chauffeur II shall be responsible for transporting the Executive Officer and authorized employees Office to and from their official destinations of business/meetings/conferences, etc. using the service vehicle assigned for this purpose, and for performing variety of administrative duties in support of this function.
20	Planning Officer III	53-03-0021	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		Corporate Planning Department	Under general supervision, Planning Officer III 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.

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 **OCT 19 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	Social Insurance Assistant I	51-01-0090	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		Benguet 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.
2	Special Investigator II	28-02-0002	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		PhilHealth Regional Office CAR	Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.

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 until **OCT 19 2021**

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

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 Assistant II	51-02-0049	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 I	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
2	Special Investigator II	28-02-0003	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 I	Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.
3	Legal Assistant I	26-01-0009	10	19,233	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office I	Under general supervision, the Legal Assistant I performs administrative services and paralegal support to Attorney IV.
4	Fiscal Controller IV (republication)	32-04-0003	22	65,319	Bachelor's degree relevant to the job	16 hours of relevant training	3 years relevant experience	RA 1080		PhilHealth Regional Office I	Under general supervision, the Fiscal Controller IV shall perform responsible jobs in financial control and reporting in the PRO.
5	Information Technology Officer II	57-02-0006	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 I	Under general supervision of the Vice President, the Information Technology Officer II shall administer the information technology management in the PRO.
6	Public Relations Officer III	45-03-0006	18	40,637	Bachelor's degree	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office I	Under general supervision, the Public Relations Officer III shall prepare, implement and monitor implementation of public relations strategies on ensuring synergistic implementation of the Corporate Communication Plan particularly in the
7	Special Investigator III	28-03-0019	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		PhilHealth Regional Office I	Under general supervision, the Special Investigator III is responsible in the performance of investigative functions in the PRO.

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

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office I Akia Bldg., Old De Venecia Highway, Dagupan City or at email address hr.pro1@philhealth.gov.ph until **OCT 19 2021**

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

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	48-01-0106	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Santiago City Service Office	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).
2	Special Investigator II	28-02-0004	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 II	Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.
3	Legal Assistant I	26-01-0010	10	19,233	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office II	Under general supervision, the Legal Assistant I performs administrative services and paralegal support to Attorney IV.
4	Social Insurance Officer II	48-02-0036	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office II	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; and member data management.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office II - The Builder's Place, Del Rosario, Tuguegarao City or at email address hr.pro2@philhealth.gov.ph until **OCT 19 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	Medical Specialist I	40-04-0008	21	57,805	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office III - Branch B	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers
2	Planning Officer I	53-01-0004	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office III	Under general supervision, the Planning Officer I provides the Planning Officer III with technical assistance in the formulation of regional plans in accordance with the overall Corporate Plan.
3	Administrative Officer II	16-02-0016 ✓	15	30,531	Bachelor's degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office III	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.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office III-Branch A PhilHealth Buidling, Lazatin Blvd, Dolores, City of San Fernando, Pampanga or at email address hr.pro3a@philhealth.gov.ph until **OCT 19 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	Special Investigator III	28-03-0001	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		PhilHealth Regional Office IV-A	Under general supervision, the Special Investigator III is responsible in the performance of investigative functions in the PRO
2	Medical Specialist I	40-04-0010	21	57,805	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office IV-A	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers
3	Financial Planning Assistant B	34-02-0007	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 Financial Planning Assistant B shall provide assistance in the preparation of accounting reports and recording of financial transactions.
4	Social Insurance Officer III	48-03-0087	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 IV-A	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.
5	Social Insurance Assistant I	51-01-0135	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		PhilHealth Regional Office IV-A	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 Officer III	48-03-0092	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		Trece Martires 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.
7	Fiscal Controller I	32-01-0066	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IV-A	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.

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)		
8	Social Insurance Officer I	48-01-0136	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IV-A	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).
9	Social Insurance Assistant I	51-01-0133	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		PhilHealth Regional Office IV-A	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.
10	Social Insurance Officer I	48-01-0132	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IV-A	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 IV-A, Lucena Grand Central Terminal, Ilayang Dupay, Lucena City or at email address hrd.pro4A@philhealth.gov.ph until **OCT 19 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	Legal Researcher	27-02-0002	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IV-B	Under general supervision, the Legal Researcher shall provide assistance in gathering data and legal researches necessary in the PRO.
2	Social Insurance Assistant I	51-01-0147	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		PhilHealth Regional Office IV-B	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.
3	Legal Assistant I	26-01-0012	10	19,233	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IV-B	Under general supervision, the Legal Assistant I performs administrative services and paralegal support to Attorney IV.
4	Clerk III	20-03-0076	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office IV-B	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 IV-B, Xentromall Batangas, Diversion Road, Brgy. Alangilan, Batangas City or at email address hr.pro4b@philhealth.gov.ph until **OCT 19 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	Administration Services Assistant C	15-03-0048	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		PhilHealth Regional Office V	Under general supervision, the Administration Services Assistant C shall provide general assistance in the area of records management.
2	Special Investigator II	28-02-0007	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 V	Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.
3	Clerk III	20-03-0079	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office V	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.
4	Executive Assistant II	10-02-0006	17	36,942	Bachelor's degree	4 hours of training	1 year experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office V	Under general supervision, the Executive Assistant II of the Office of the Chief Operating Officer, assists in implementing the administrative and technical decisions by the Executive Vice President and performs a variety of administrative and technical duties in support of this function.
5	Legal Researcher	27-02-0003	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office V	Under general supervision, the Legal Researcher shall provide assistance in gathering data and legal researches necessary in the PRO.
6	Social Insurance Officer II	48-02-0066	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Camarines Sur Service Office	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; and member data management.
7	Social Insurance Assistant II	51-02-0089	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		Camarines Sur 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
8	Fiscal Clerk III	31-03-0032	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 V	Under general supervision, the Fiscal Clerk III shall provide assistance in checks review, preparation of collection reports and other clerical works.

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)		
9	Social Insurance Assistant II	51-02-0091	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		Sorsogon 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 V, ANST III Bldg., Alternate Road, Legaspi City or at email address hr.pro5@philhealth.gov.ph until **OCT 19 2021**

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

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	20-03-0086	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office VI	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	Social Insurance Assistant II	51-02-0096	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 VI	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
3	Social Insurance Assistant I	51-01-0163	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		PhilHealth Regional Office VI	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.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office Gaisano Capital City Mall, Luna St., La Paz, Iloilo City or at email address hr.pro6@philhealth.gov.ph until **OCT 19 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	Public Relations Officer B	44-02-0006	13	25,232	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office VII	Under general supervision, the Public Relations Officer B shall provide technical assistance in ensuring synergistic implementation of the corporate Communication Plan in the PRO particularly events coordination and physical set-up, newswriting for Corporate newsletter and conduct of researches for tri-media.
2	Social Insurance Officer II	48-02-0088	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Cebu City Service Office (PRO PMAC)	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; and member data management.
3	Social Insurance Assistant II	51-02-0116	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		Talibon 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
4	Social Insurance Assistant I	51-01-0188	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		Talibon 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.
5	Cash Clerk III	35-03-0036	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		Danao Service Office	Under general supervision, the Cash Clerk III shall provide assistance in checks review, preparation of collection reports and other clerical works.
6	Cash Clerk III	35-03-0037	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		Carcar Service Office	Under general supervision, the Cash Clerk III shall provide assistance in checks review, preparation of collection reports and other clerical works.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office VII, 8F Golden Peak Tower, Gorordo Ave. cor Escario Street, Cebu City or at email address hr.pro7@philhealth.gov.ph until

OCT 19 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	Administrative Officer I	16-01-0059	11	20,754	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Zamboanga Sibugay Service Office	Under general supervision, the Administrative Officer I shall be responsible for the records management function in the PRO
2	Administration Services Assistant C	15-03-0096	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		PhilHealth Regional Office IX	Under general supervision, the Administration Services Assistant C shall provide general assistance in the area of records management.
3	Public Relations Officer III	45-03-0015	18	40,637	Bachelor's degree	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IX	Under general supervision, the Public Relations Officer III shall prepare, implement and monitor implementation of public relations strategies on ensuring synergistic implementation of the Corporate Communication Plan particularly in the PhilHealth Regional Office (PRO) level
4	Legal Assistant I	26-01-0015	10	19,233	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IX	Under general supervision, the Legal Assistant I performs administrative services and paralegal support to Attorney IV.
5	Special Investigator II	28-02-0010	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 IX	Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.

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 **OCT 19 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	Social Insurance Officer I	48-01-0209	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 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).
2	Social Insurance Assistant II	51-02-0132	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 X	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
3	Legal Researcher	27-02-0005	13	25,232	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 Legal Researcher shall provide assistance in gathering data and legal researches necessary in the PRO.
4	Executive Assistant II	10-02-0011	17	36,942	Bachelor's degree	4 hours of training	1 year experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office X	Under general supervision, the Executive Assistant II of the Office of the Chief Operating Officer, assists in implementing the administrative and technical decisions by the Executive Vice President and performs a variety of administrative and technical duties in support of this function.

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 on or before **OCT 19 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 II	48-02-0129	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Koronadal Service Office	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; and member data management.
2	Social Insurance Assistant II	51-02-0161	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		Kidapawan 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
3	Social Insurance Officer II	48-02-0127	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Isulan Service Office	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; and member data management.
4	Social Insurance Officer I	48-01-0229	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office XII	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).
5	Legal Assistant I	26-01-0018	10	19,233	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office XII	Under general supervision, the Legal Assistant I performs administrative services and paralegal support to Attorney IV.

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)		
6	Public Relations Officer B	44-02-0007	13	25,232	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office XII	Under general supervision, the Public Relations Officer B shall provide technical assistance in ensuring synergistic implementation of the corporate Communication Plan in the PRO particularly events coordination and physical set-up, newswriting for Corporate newsletter and conduct of researches for tri-media.
7	Special Investigator II	28-02-0012	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 XII	Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.
8	Special Investigator IV (republishation)	28-04-0025	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		PhilHealth Regional Office XII	Under general supervision, the Special Investigator IV is responsible in the performance of investigative functions in the PRO.
9	Medical Specialist I	40-04-0035	21	57,805	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office XII	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers

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 **OCT 19 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	Fiscal Examiner A	33-01-0071	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office CARAGA	Under general supervision, the Fiscal Examiner A shall perform various finance-related jobs.
2	Fiscal Controller II	32-02-0048	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 CARAGA	Under general supervision, the Fiscal Controller II shall provide assistance in billing and collections functions, financial reporting and cash management.
3	Social Insurance Assistant I	51-01-0278	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		Tandag 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	Legal Researcher	27-02-0008	13	25,232	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office CARAGA	Under general supervision, the Legal Researcher shall provide assistance in gathering data and legal researches necessary in the PRO.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office CARAGA, 766 Lynzee's Bldg. Rosales Ave., Butuan City or at email address hr.procaraga@philhealth.gov.ph on or before **OCT 19 2021**

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

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	28-02-0013	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 BARMM	Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office BARMM, Khouzgary Business Complex, Ja'far Ali Bin Talib St., New Capitol Heights, Marawi Poblacion, Marawi City or at email address pro.armm@philhealth.gov.ph until **OCT 19 2021**.