



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

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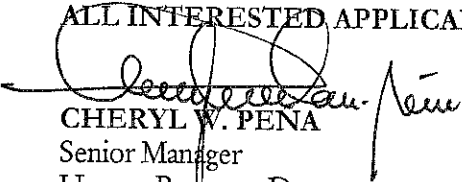
UNIVERSAL HEALTH CARE
KALUSUGAN AT PAINONG PAKA SA LAMAT

25 October 2022

HRD MEMORANDUM

No. 2022- 10- 142

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PENA
Senior Manager
Human Resource Department

SUBJECT : Notice of Anticipated Vacancies . (Rank & File Positions)

Attached is the list of anticipated vacancies for second level positions (rank & file) in the Corporation with the corresponding item number, job grade and qualification standards that are authorized to be filled. Said notice is 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.

Application documents submitted in the following instances shall no longer be considered/accepted²:

- Submitted beyond the publication/posting period;
- Documents not properly filled-out; and/or,
- Incomplete attachments.

Further, 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.

The HRD/PRO HRU shall prepare a record of applicants with special needs and determine proper assistance to be provided according to their needs (i.e. auxiliary aids in coordination with appropriate agency or institution, ramp, wheelchair, elevators, and lactation room).

Qualified applicants are advised to submit the requirements³ listed in the next page to the concerned offices or via email with the subject line format: Application to Vacant <Position Title> <Item No.> until **07 November 2022.**

¹ Corporate Order No. 2020-0020

² Ibid, Item V.G.3.

Corporate Memorandum No. 2022-0017 (Application Requirements to Vacant Positions in the Corporation)



Internal Applicant:

1. Application Form;
2. Properly accomplished and updated Personal Data Sheet (CS Form No. 212 Revised 2017) with recent passport sized photo and Work Experience Sheet (WES);
3. Certificate of Performance Rating (latest rating period).

External Applicant:

1. Application Form;
2. Properly accomplished, updated, and **notarized** Personal Data Sheet (CS Form No. 212 Revised 2017) with recent passport sized photo and Work Experience Sheet (WES);
3. Authenticated Certificate of eligibility/rating/license;
 - 3.1 Certificate of Eligibility issued by the CSC or CESB
 - 3.2 Valid Professional license or Certificate of Registration issued by the PRC/SC
 - 3.3 Valid licenses issued by authorized regulatory agencies
4. Certificate of Performance Ratings for the present position (for a period of one (1) year), if employed;
5. Copies of Scholastic/Academic Records - Transcript of Records and Diploma or Certification from the DepEd and/or the CHED on the authenticity and equivalency on the subjects/courses taken;
6. Copies of Certificates of Trainings attended;
7. Sworn Declaration/Identification of Relatives;
8. Certification of No Conflict of Interest;
9. Non-Disclosure Agreement.

If submitted online, the original/authenticated/certified true copies of the application papers and other documents deemed necessary (i.e. valid NBI clearance/Police Clearance, etc.), may be required by the HRD/HRU to be presented during the examination/interview of the applicants.

These positions shall be processed using the provisions of the PhilHealth's Merit Selection Plan pursuant to Corporate Order No. 2020-0020.

You may contact the HRD Recruitment, Selection, and Placement (RSP) Team at (02) 8441-7442 local 7522 or recruitment@philhealth.gov.ph for queries on matters not covered by this advisory.



LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO 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	Chief Social Insurance Officer (Anticipated Vacancy)	48-06-0013	(SG 22)/ JG 12	83,966	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, the Chief Social Insurance Officer shall be responsible for the supervision of program implementation in membership management and/or collection/contribution management.
2	Attorney IV (Anticipated Vacancy)	25-04-0005	(SG 23)/ JG 12	83,966	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office I	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 I Akia Bldg., Old De Venecia Highway, Dagupan City or at email address hr.pro1@philhealth.gov.ph until Nov. 7, 2022.