



Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**  
Citystate Centre, 709 Shaw Boulevard, Pasig City  
Call Center: (02) 8441-7442 | Trunkline: (02) 8441-7444  
www.philhealth.gov.ph



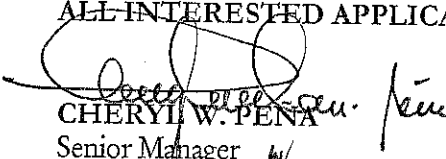
UNIVERSAL HEALTH CARE  
KALUSUGAN AT KALINGA PARA SA LAHAT

28 October 2022

**HRD MEMORANDUM**

No. 2022- 10-125

**TO :** ALL-INTERESTED APPLICANTS

**FROM :**   
CHERYL W. PENA  
Senior Manager  
Human Resource Department

**SUBJECT :** Notice of Vacant Second Level Positions (Executive/Managerial)

Attached is the list of vacant first and second level positions (rank & file) in the Corporation that are authorized to be filled, with the corresponding item number, job grade and qualification standards. 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)<sup>1</sup>.

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.

Application documents submitted in the following instances shall no longer be considered/accepted<sup>2</sup>:

- 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 requirements<sup>3</sup> 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 **14 NOVEMBER 2022**.

<sup>1</sup> Corporate Order No. 2020-0020 Subject: PhilHealth's Merit Selection Plan(MSP)

<sup>2</sup> Ibid, Item V.G.3.

<sup>3</sup> 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](mailto:recruitment@philhealth.gov.ph) for queries on matters not covered by this advisory.



**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (EXECUTIVE/MANAGERIAL) IN THE CENTRAL OFFICE**

No.	Position Title	Plantilla Item No.	Salary Grade/ Job Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Senior Vice-President	03-00-0004	(SG 28)/ JG 18	379,320	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention	5 years supervisory experience	Career Service (Professional)/ Second Level Eligibility		Actuarial Services & Risk Management Sector	Within the guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Senior Vice-President is responsible for the overall planning, organizing, directing, controlling, monitoring, and coordination of the activities of the Actuarial Services and Risk Management Sector to achieve established objectives and targets.
2	Department Manager III	06-00-0010	(SG 26)/ JG 14	136,738	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention	5 years supervisory experience	Career Service (Professional)/ Second Level Eligibility		Information Technology Management Department	Within guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Department Manager is responsible for managing, planning, organizing, directing, coordinating, controlling, monitoring and developing the Information Technology Resources of the Corporation to achieve established objectives and targets of the Department.

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (EXECUTIVE/MANAGERIAL) IN THE CENTRAL OFFICE

No.	Position Title	Plantilla Item No.	Salary Grade/ Job Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
3	Department Manager III (Republication)	06-00-0005	(SG 26)/ JG 14	136,738	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention	5 years supervisory experience	Career Service (Professional)/ Second Level Eligibility		International & Local Engagement Department	Within the guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Department Manager III is responsible for planning, organizing, directing, coordinating, controlling, developing and managing the strategic and business programs and plans of International & Local Engagement Department to achieve established objectives and goals.

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 ~~NOV 14 2022~~.