



Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**  
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Call Center: (02) 8441-7442 | Trunkline: (02) 8441-7444  
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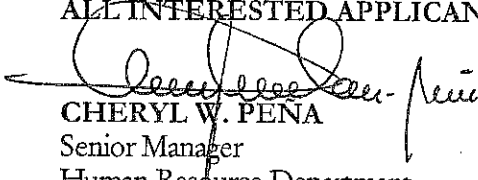
UNIVERSAL HEALTH CARE  
KALUSUGAN AT KALIKALAKARAN SA LAHAT!

18 November 2022

**HRD MEMORANDUM**

No. 2022- 11-188

**TO :** ALL INTERESTED APPLICANTS

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

**SUBJECT :** Notice of Vacant First and Second Level Positions (Rank & File)

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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>:

- a. Submitted beyond the publication/posting period;
- b. Documents not properly filled-out; and/or,
- c. 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 **05 DECEMBER 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 (RANK AND 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 VI (Republication)	06-00-0001	(SG 26)/ JG 13	136,738	Bachelor of Laws	36 hours of MCLE and 16 hours of supervisory/ management training/ learning and development intervention	4 years in the practice of law, 1 year of which involves supervision/ management	RA 1080 (Attorney)		Office of the Corporate Secretary	Within guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Attorney VI is responsible for providing secretariat support to the Board of Directors and other Board Executive Committees with wide-ranging responsibilities, who serves as a focal point for communication with the board of directors and senior management, and who occupies a key role in the administration of critical corporate matters within the performance of its quasi-judicial, quasi-legislative, and quasi-administrative function. Providing advice on corporate governance issues to the President and Chief Executive Officer and other members of Senior Management, and helping the board to tailor corporate governance principles and practices to fit the board's needs and expectations.
2	Division Chief IV (Republication)	07-00-0006	(SG 24)/ JG 12	83,966	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management 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 and relevant government regulations, the Division Chief IV is responsible for developing ICT strategic plans, policies and standards, organizing, coordinating, and controlling the activities of the Division to achieve established objectives and targets.
3	Medical Specialist III (Republication)	41-02-0005	(SG 23)/ JG 12	83,966	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		Protest and Appeals Review Department	Under general supervision, responsible for reviewing the claims in accordance with policies and guidelines in reviewing claims appealed by accredited service providers and beneficiaries.
4	Project Development Officer IV	46-04-0001	(SG 22)/ JG 12	83,966	Bachelor's degree relevant to the job	16 hours of relevant training	3 years relevant experience	Career Service (Professional)/ Second Level Eligibility		International & Local Cooperation Department	The Project Development Officer IV shall be assisting the Division Chief IV in supervising of staff under International Relations Divisions on establishing and sustaining strong cooperation with foreign partner agencies.

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN THE CENTRAL OFFICE

5	Attorney III (Republication)	25-03-0002	(SG 21)/ JG 11	51,987	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Internal Legal Department	Under general supervision, the Attorney III assists in the appeals and special cases related functions in the Internal Legal Department, and represents the Corporation in cases filed with outside courts involving erring stakeholders and employees.
6	Medical Specialist I (Republication)	40-04-0001	(SG 21)/ JG 11	51,987	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		Protest and Appeals Review Department	Under general supervision, assist in the review of adequacy and compliance of claims appealed by accredited providers and beneficiaries with regard to the requirements of appealed claims.
7	Public Relations Officer II	45-02-0004	(SG 15)/ JG 10	43,711	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Public Affairs Department	Under general supervision, the Public Relations Officer II shall assist in the monitoring of implementation of corporate Communication Plan.
8	Special Investigator II (Republication)	28-02-0014	(SG 15)/ JG 10	43,711	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		Fact-Finding, Investigation & Enforcement Department	Under general supervision, the Special Investigator II assists in the performance of case management functions of the Fact Finding Investigation & Enforcement Department.
9	Corporate Planning Analyst A	54-01-0006	(SG 13)/ JG 9	37,317	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Corporate Planning Department	Under general supervision, Corporate Planning Analyst A shall assist in activities of the division that facilitate the strategic planning, integrated business and operational planning and policy development processes of the corporation.
10	Auditing Systems Specialist I	13-01-0007	(SG 13)/ JG 9	37,317	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.
11	Administrative Officer I (Republication)	16-01-0007	(SG 11)/ JG 8	32,121	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Physical Resources and Infrastructure Department	Under general supervision, the Administrative Officer I of the General Support & Allied Services Team is responsible for the repairs, maintenance and disposal of printing equipment, including procurement of services for the repair and maintenance.

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN THE CENTRAL OFFICE

12	Fiscal Controller I (Republication)	32-01-0010	(SG 11)/ JG 8	32,121	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Comptrollership Department	Under general supervision, the Fiscal Controller I is responsible for the maintenance of file of complete and systematic records of all financial transactions of the Corporation. He/She shall also provide administrative support to the Fiscal Controller III and other superiors to ensure he/she can effectively and efficiently discharge their functions as officials of the Corporate Accounting Team.
13	Administration Services Assistant B (Republication)	15-02-0004	(SG 10)/ JG 7	25,027	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.
14	Clerk III	20-03-0037	(SG 6)/ JG 5	19,821	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Information Management Sector	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.
15	Clerk III (Republication)	20-03-0039	(SG 6)/ JG 5	19,821	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Special Programs Department (Overseas Filipinos)	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 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 DEC 03 2022.

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO 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 Officer I (Republication)	48-01-0006	(SG 11)/ JG 8	32,121	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 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 DEC 05 2022.

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO 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 (Republication)	48-01-0101	(SG 11)/ JG 8	32,121.00	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 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	51-02-0057	(SG 10)/ JG 7	25,027.00	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Aparri 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 Assistant II (Republication)	51-02-0059	(SG 10)/ JG 7	25,027.00	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Santiago City 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	Chauffeur II (Republication)	18-02-0023	(SG 6)/ JG 5	19,821.00	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat. II)		PhilHealth Regional Office II	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.

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](mailto:hr.pro2@philhealth.gov.ph) until **DEC 05 2022**

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO 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	Executive Assistant III (Republication)	10-03-0010	(SG 20)/ JG 11	51,987	Bachelor's degree	8 hours of training	2 years experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office III	Under general supervision, the Executive Assistant III, shall provide general executive assistance to the Vice President in his performance of official duties/responsibilities as Head of the Group/Office.
2	Senior Social Insurance Officer (Republication)	48-05-0014	(SG 18)/ JG 11	51,987	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 III	Under general supervision, the Senior Social Insurance Officer shall be responsible for providing critical technical function in any of the following areas: a) member management; b) benefit monitoring; c) collection management; and d) accreditation and quality assurance.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office III-A PhilHealth Buidling, Lazatin Blvd, Dolores, City of San Fernando, Pampanga or at email address [hr.pro3@philhealth.gov.ph](mailto:hr.pro3@philhealth.gov.ph) until DEC 05 2022



LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO 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	Chief Social Insurance Officer (Republication)	48-06-0091	(SG 22)/ JG 12	83,966.00	Bachelor's degree relevant to the job	24 hours of relevant training	4 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Camarines Norte Service Office	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	Social Insurance Officer I	48-01-0157	(SG 11)/ JG 8	32,121.00	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 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 PPhilHealth Regional Office V ANST 3 Bldg., Alternate Road, Legaspi or at email address [hr.pro5@philhealth.gov.ph](mailto:hr.pro5@philhealth.gov.ph) until DEC 05 2022

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO 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	Medical Specialist I (Republication)	40-04-0017	(SG 21)/ JG 11	51,987	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office VI	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers
2	Administration Services Assistant C (Republication)	15-03-0049	(SG 8)/ JG 6	22,288	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 Administration Services Assistant B shall provide general assistance in the area of records management.
3	Social Insurance Assistant I	51-01-0175	(SG 8)/ JG 6	22,288	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Sara Service Desk	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	Clerk III (Republication)	20-03-0085	(SG 6)/ JG 5	19,821	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.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office VI Galsano City Capital Iloilo, Luna St., La Paz, Iloilo City or at email address [hr.pro6@philhealth.gov.ph](mailto:hr.pro6@philhealth.gov.ph) until **DEC 05 2022**

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO 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	Social Insurance Officer II	48-02-0083	(SG 13)/ JG 9	37,317	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office VII	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	Public Relations Officer I (Republication)	45-01-0010	(SG 11)/ JG 8	32,121	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office VII	Under general supervision, the Public Relations Officer I shall provide technical support in the preparation, compilation and maintenance/safekeeping of communications data/documents.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office VII 8th Floor Golden Peak Tower, Gorordo Ave. cor. Excario St., Cebu City or at email address [hr.pro7@philhealth.gov.ph](mailto:hr.pro7@philhealth.gov.ph) until DEC 05 2022

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO VIII

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 (Republication)	48-06-0031	(SG 22)/ JG 12	83,968	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 VIII	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	Social Insurance Assistant I	51-01-0190	(SG 8)/ JG 6	22,288	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 VIII	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 VIII 2nd flr. PhilHealth Building 2, P. Burgos St., Tacloban City or at email address hr.pro8@philhealth.gov.ph until DEC 05 2022

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO 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	Medical Specialist I	40-04-0023	(SG 21)/ JG 11	51,987	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office IX	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 IX BGIDC Bldg., Gov. Lim Ave., Zamboanga City or at email address [hr.pro9@philhealth.gov.ph](mailto:hr.pro9@philhealth.gov.ph) until ~~DEC 05 2022~~

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO 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 III	48-03-0138	(SG 15)/ JG 10	43,711	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Iligan 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.
2	Social Insurance Officer II	48-02-0109	(SG 13)/ JG 9	37,317	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 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	Fiscal Controller I (Republication)	32-01-0112	(SG 11)/ JG 8	32,121	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Valencia Service Office	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) until **DEC 05 2022**

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO 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	Chief Social Insurance Officer (Republication)	48-06-0129	(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		Toril Service Office	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	Information Technology Officer II (Republication)	57-02-0017	(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 XI	Under general supervision of the Vice President, the Information Technology Officer II shall administer the information technology management in the PRO.
3	Social Insurance Officer I (Republication)	48-01-0214	(SG 11)/ JG 8	32,121	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).
4	Social Insurance Assistant I (Republication)	51-01-0263	(SG 8)/ JG 6	22,288	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 XI	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.
5	Social Insurance Assistant I (Republication)	51-01-0262	(SG 8)/ JG 6	22,288	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 XI	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.

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO 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	Fiscal Controller I (Republication)	32-01-0125	(SG 11)/ JG 8	32,121	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Kidapawan Service Office	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 XII CSA I Building cor. Zulueta St., General Santos Drive, City of Koronadal, South Cotabato or at email address [hr.pro12@philhealth.gov.ph](mailto:hr.pro12@philhealth.gov.ph) until ~~DEC 05 2022~~



LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO 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 Officer VII (Republication)	08-00-0010	(SG 25)/ JG 13	108013	Doctor of Medicine	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	RA 1080		PhilHealth Regional Office NCR - South Branch	Under general supervision, the Medical Officer VII shall be responsible for ensuring the delivery of health care services to NHIP covering, accreditation and quality assurance and claims processing.
2	Social Insurance Officer III	48-03-0006	(SG 15)/ JG 10	43711	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 - North Branch (Manila Proper)	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 Assistant II	51-02-0125	(SG 10)/ JG 7	25027	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Catarman Service Office (to be assigned in PhilHealth Regional Office NCR - South Branch)	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 (Republication)	51-01-0083	(SG 8)/ JG 6	22,288	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Muntinlupa 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	Social Insurance Assistant I	51-01-0076	(SG 8)/ JG 6	22,288	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 NCR - South Branch	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 PPhilHealth 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 ~~DEC 05 2022~~