



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

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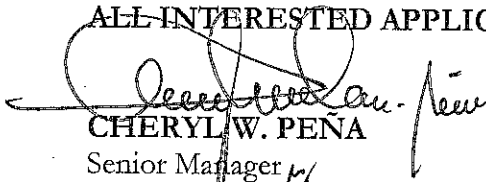
UNIVERSAL HEALTH CARE
KALUSUGAN AT KALINGA PARA SA LAHAT

10 January 2023

HRD MEMORANDUM

No. 2023 - 01-051

TO : ALL-INTERESTED APPLICANTS

FROM : 
CHERYL W. PEÑA
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 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)¹.

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/accepted²:

- 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 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 **23 JANUARY 2023**.

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

² Ibid, Item V.G.3.

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 (for CY 2021).

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 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 IV (Republication)	25-04-0020	(SG 23)/ JG 12	83,966	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080		Fact-Finding, Investigation & Enforcement Department	Under general supervision, the Attorney IV assists in the case management related functions of the Fact-Finding Investigation & Enforcement Department, and represents the Corporation in cases filed with outside courts involving erring stakeholders and employees.
2	Public Relations Officer IV (Republication)	45-04-0003	(SG 22)/ JG 12	83,966	Bachelor's degree	16 hours of relevant training	3 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Public Affairs Department	Under general supervision, the Public Relations Officer IV shall be responsible for coordinating the conduct of research and development activities on communications strategies and concepts as well as the provision of technical support to operating units on marketing and communications concerns.
3	Senior Auditing Systems Specialist	13-03-0008	(SG 19)/ 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		Operations Audit Department	Under general supervision, the Senior Auditing Systems Specialist of the Operations Audit Department supervises and participates in the conduct of internal audit work; performs other related work.
4	Public Relations Officer III (Republication)	45-03-0003	(SG 18)/ JG 11	51,987	Bachelor's degree	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Public Affairs Department	Under general supervision, the Public Relations Officer III shall be responsible for assisting in the coordination of the conduct of research and development activities on communications strategies and concepts as well as the provision of technical support to operating units on marketing and communications concerns.
5	Planning Officer II (Republication)	53-02-0003	(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		Corporate Planning Department	Under general supervision, Planning Officer II 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.

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

6	Human Resource Management Officer I	22-01-0004	(SG 11)/ JG 8	32,121	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility	Human Resource Department	Under general supervision, the Human Resource Management Officer II, shall provide technical services in the areas including screening and evaluation of applicants, exit interview to employees for separation, conduct of minor researches, training and development of non-technical employees, management of work-life balance projects, and handling of employee discipline cases involving non-technical level employees.
7	Administration Services Assistant C (Republication)	15-03-0003	(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	Operations Audit 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.
8	Social Insurance Assistant I (Republication)	51-01-0002	(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	Standards and Monitoring Department	Under general supervision, the Social Insurance Assistant I of the Performance Monitoring Division shall perform various administrative functions in the conduct of monitoring activities in the adherence of Health Care Providers to accreditation standards, clinical practice guidelines, and other standards of practice.

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 ~~JAN 23 2020~~.

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	Chief Social Insurance Officer	48-06-0048	(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 NCR - Central Quezon City LHIO	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	Special Investigator II	28-02-0024	(SG 15)/ JG 10	43711	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 NCR	Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.
3	Social Insurance Officer III	48-03-0019	(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 - Central Branch	Under general supervision, the Social Insurance Officer III shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of medium-sized organized groups/private and government agencies; and b) review of benefit payment computation.
4	Administrative Officer I	16-01-0021	(SG 11)/ JG 8	32121	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office NCR - South Muntinlupa LHIO	Under general supervision, the Administrative Officer I shall be responsible for the records management function in the PRO.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office NCR VCP Building , Block 56 Lot 11, No. 68 Kalayaan Avenue, Teacher's Village, Quezon City or at email address hr.proncr@philhealth.gov.ph until ~~JAN 23 2023~~

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	Medical Specialist I (Republication)	40-04-0003	(SG 21)/ JG 11	51,987	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office CAR	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 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 ~~JAN 23 2023~~

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	Social Insurance Officer I	48-01-0095	(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 I	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 I); 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 I Akia Bldg., Old De Venecia Highway, Dagupan City or at email address hr.pro1@philhealth.gov.ph until ~~JAN 23 2023~~

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 III (Republication)	48-03-0064	(SG 15)/ JG 10	43,711.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Aparri 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	Public Relations Officer B (Republication)	44-02-0004	(SG 13)/ JG 9	37,317.00	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office II	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.
3	Social Insurance Officer I (Republication)	48-01-0108	(SG 11)/ JG 8	32,121.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Tuguegarao City Service Office	Under general supervision, the Social Insurance Officer I 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 Assistant I (Republication)	51-01-0109	(SG 8)/ JG 6	22,288.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Aparri 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	Clerk III (Republication)	20-03-0063	(SG 6)/ JG 5	19,821.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office II	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 II The Builder's Place, Del Rosario, Tuguegarao City or at email address hr.pro2@philhealth.gov.ph until

JAN 23 2023

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO 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	Cash Clerk III	35-03-0023	(SG 8)/ JG 6	22,288	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional)/ First Level Eligibility		PRO IV-A Imus 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 IV-A Lucena Grand Central Terminal, Ilayang Dupay, Lucena City or at email address hr.pro4a@philhealth.gov.ph until ~~JAN 23 2023~~

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO 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	Medical Specialist I (Republication)	40-04-0013	(SG 21)/ JG 11	51,987	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office IV-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	Social Insurance Officer III	48-03-0096	(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		Mindoro Occidental 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.
3	Social Insurance Assistant II	51-02-0085	(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		PhilHealth Regional Office IV-B	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	Fiscal Clerk III	31-03-0027	(SG 8)/ JG 6	22,288	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 IV-B	Under general supervision, the Fiscal 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 IV-B XentroMall Batangas, Diversion Road Brgy. Alangilan, Batangas City or at email address hr.pro4b@philhealth.gov.ph until **JAN 23 2023**

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	Social Insurance Officer II	48-02-0065	(SG 13)/ JG 9	37,317.00	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 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 Officer II (Republication)	48-02-0062	(SG 13)/ JG 9	37,317.00	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 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 PPhilHealth Regional Office V ANST 3 Bldg., Alternate Road, Legaspi or at email address hr.pro5@philhealth.gov.ph until **JAN 23 2023**

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	Social Insurance Officer I (Republication)	48-01-0175	(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 VI	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 VI Gaisano City Capital Iloilo, Luna St., La Paz, Iloilo City or at email address hr.pro6@philhealth.gov.ph until **JAN 23 2023**

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	48-02-0088	(SG 13)/ JG 9	37,317	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.
2	Administrative Officer I (Republication)	16-01-0052	(SG 11)/ JG 8	32,121	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Tagbilaran Service Office	Under general supervision, the Administrative Officer I shall be responsible for the records management function in the PRO.
3	Social Insurance Assistant I (Republication)	51-01-0182	(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 VII	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)	20-03-0089	(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 VII	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 VII 8th Floor Golden Peak Tower, Gorordo Ave. cor. Excario St., Cebu City or at email address hr.pro7@philhealth.gov.ph until **JAN 23 2023**

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	Planning Officer III	53-03-0014	(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 VIII	Under general supervision, the Planning Officer III provides the Regional Vice-President with technical assistance in the formulation and monitoring of operational and tactical plans of the PRO in relation to the overall Corporate Plan.
2	Senior Social Insurance Officer	48-05-0034	(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 VIII	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.
3	Fiscal Controller II	32-02-0043	(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		PhilHealth Regional Office VIII	Under general supervision, the Fiscal Controller II shall provide assistance in billing and collections functions, financial reporting and cash management.
4	Social Insurance Officer III	48-03-0120	(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		PhilHealth Regional Office VIII	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	Computer Maintenance Technologist I (Republication)	56-01-0014	(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 VIII	Under general supervision of the ITO II, the CMT I shall be responsible for network management and PC troubleshooting.

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 **JAN 23 2023**

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	Social Insurance Assistant I (Republication)	51-01-0218	(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		PRO IX Zamboanga City Service Office (PRO PMAC)	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 IX BGIDC Bldg., Gov. Lim Ave., Zamboanga City or at email address hr.pro9@philhealth.gov.ph until **JAN 23 2023**

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	Senior Social Insurance Officer	48-05-0037	(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 X	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.
2	Social Insurance Officer III	48-03-0140	(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		Ozamis 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.
3	Fiscal Examiner A (Republication)	33-01-0065	(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 Fiscal Examiner A shall perform various finance-related jobs.
4	Social Insurance Assistant II	51-02-0136	(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		Iligan 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
5	Social Insurance Assistant I	51-01-0251	(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		Iligan 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.

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 until **JAN 23, 2023**

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	Clerk III (Republication)	20-03-0105	(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 XI	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 XI, Valgo and Sons Bldg., Bolton Ext., Davao City or at email address hr.pro11@philhealth.gov.ph until ~~JAN 23 2023~~

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	Medical Specialist IV	41-03-0027	(SG 24)/ JG 12	83,966	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office XII	Under general supervision, the Medical Specialist IV shall be responsible for ensuring the delivery of health care services to NHIP covering, accreditation and quality assurance and claims processing.

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 until ~~JAN 23~~ **JAN 23 2023**

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO 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	Division Chief IV (Republication)	07-00-0051	(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		PhilHealth Regional Office CARAGA	Under general supervision, the Division Chief IV shall be responsible for the overall supervision, coordination and performance management of Service Offices or Field Units. It shall ensure compliance of Field units with policies, guidelines, systems and procedures.
2	Public Relations Officer III	45-03-0019	(SG 18)/ JG 11	51,987	Bachelor's degree	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office CARAGA	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
3	Social Insurance Assistant II	51-02-0176	(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		PhilHealth Regional Office CARAGA Surgao City LHIO	Under general supervision, the Chief Social Insurance Officer shall be responsible for the supervision of program implementation in membership and/or collection/contribution management.
4	Administration Services Assistant C (Republication)	15-03-0062	(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 CARAGA	Under general supervision, the Administration Services Assistant B shall provide general assistance in the area of records management.
5	Clerk III	20-03-0111	(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 CARAGA	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 Caraga 766 Lynzee's Bldg., J. Rosales Ave. Butuan City or at email address hr.procaraga@philhealth.gov.ph until JAN 23, 2023

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

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards				Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility		
1	Social Insurance Officer II	48-02-0117	(SG 13)/ JG 9	37,317	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	PRO BARMM Marawi 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.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office BARMM Khouzbary Business Complex, Ja'far Ali Bin Talib St., New Capitol Heights, Marawi Poblacion, Marawi City or at email address hr.probarmm@philhealth.gov.ph until **JAN 23 2023**