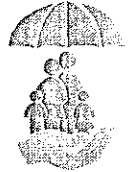




Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

Citystate Centre, 709 Shaw Boulevard, Pasig City
Call Center: (02) 8441-7442 | Trunkline: (02) 8441-7444
www.philhealth.gov.ph



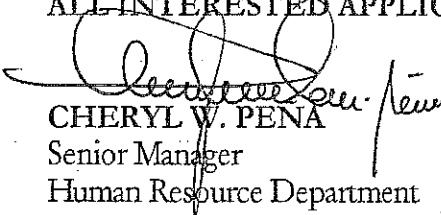
UNIVERSAL HEALTH CARE
KALUSUGAN AT PANGULO PARA SA LAHAT

30 January 2023

HRD MEMORANDUM

No. 2023 - 01-237

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 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, internal applicants are required to submit their CY 2021 Certificate of Performance Rating. Updates may also be submitted 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 **14 FEBRUARY 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	Medical Officer VII	08-00-0002	(SG 25)/ JG 13	108,013	Doctor of Medicine	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	RA 1080		Standards and Monitoring Department	Under general supervision, the Medical Officer VII of the Policy Research & Standards Development Division shall be responsible for developing quality assurance and accreditation policies, and conducting related researches.
2	Attorney V	09-00-0002	(SG 25)/ JG 13	108,013	Bachelor of Laws	40 hours of supervisory/management learning and development intervention	4 years supervisory/management experience	RA 1080		Prosecution Department	Under general supervision, the Attorney V is responsible for preparing, reviewing, and analyzing documents and/or legal cases handled and filed by the Prosecution Department.
3	Division Chief IV	07-00-0011	(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		Physical Resources and Infrastructure Department	Within guidelines and limits of authority established by policies of the Corporation and relevant government regulations, the Division Chief IV shall assist the Department Manager III in planning, organizing, directing, coordinating and controlling the activities of the Property & Supply Management Division in line with the thrust of the Physical Resources & Infrastructure Department.
4	Division Chief IV	07-00-0017	(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		Member Management Group	Under general supervision, the Division Chief IV shall be responsible for providing assistance to the Department Manager III in planning, organizing, leading and controlling the projects pertaining to programs and activities of the department/office.
5	Medical Specialist III	41-02-0012	(SG 23)/ JG 12	83,966	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		Standards and Monitoring Department	Under general supervision, the Medical Specialist III of the Policy Research & Standards Development Division shall conduct related studies/researches and participate in developing quality assurance and accreditation policies.

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 **FEB 14 2023**.

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				Competency (if applicable)	Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility			
1	Chief Social Insurance Officer	48-06-0050	(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 NCR Central - Morong 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.

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 **FEB 14 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	Medical Specialist III	41-02-0036	(SG 23) JG 12	83,966	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office I	Under general supervision, the Medical Specialist III shall 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 I Akia Bldg., Old De Venecia Highway, Dagupan City or at email address hr.pro1@philhealth.gov.ph until ~~FEB 14 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 Officer VII	08-00-0011	(SG 25)/ JG 13	108,013	Doctor of Medicine	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	RA 1080		PhilHealth Regional Office CAR	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 II	48-02-0031	(SG 13)/ JG 9	37,317	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Abra 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 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 FEB 14 2023.

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	Information Technology Officer II	57-02-0008	(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 III	Under general supervision of the Vice President, the Information Technology Officer II shall administer the information technology management in the PRO.

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 until **FEB 14 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	Medical Specialist I (Republication)	40-04-0010	(SG 21)/ JG 11	51,987	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 perform either medical evaluation of claims or evaluation of accreditation of health care providers
2	Medical Specialist I (Republication)	40-04-0011	(SG 21)/ JG 11	51,987	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 perform either medical evaluation of claims or evaluation of accreditation of health care providers
3	Social Insurance Assistant II	51-02-0066	(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-A Calamba LHIO	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 IV-A Lucena Grand Central Terminal, Ilayang Dupay, Lucena City or at email address hr.pro4a@philhealth.gov.ph until **FEB 14 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	Medical Specialist IV	41-03-0013	(SG 24)/ JG 12	83,966.00	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office V	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 PPhilHealth Regional Office V ANST 3 Bldg., Alternate Road, Legaspi or at email address hr.pro5@philhealth.gov.ph until **FEB 14 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	Administration Services Assistant B	15-02-0009	(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 VII	Under general supervision, the Administration Services Assistant B shall provide general assistance in the area of records management.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office VII 8th Floor Golden Peak Tower, Gorordo Ave. cor. Excarlo St., Cebu City or at email address hr.pro7@philhealth.gov.ph until **FEB 14 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	Chief Social Insurance Officer	48-06-0137	(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 CARAGA Surigao 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	Medical Specialist I	40-04-0039	(SG 21)/ JG 11	51,987	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office CARAGA	Under general supervision, the Medical Specialist I shall 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 Caraga 766 Lynzee's Bldg., J. Rosales Ave. Butuan City or at email address hr.procaraga@philhealth.gov.ph until ~~FEB 14 2025~~