

Republic of the Philippines

### PHILIPPINE HEALTH INSURANCE CORPORATION

Citystate Centre, 709 Shaw Boulevard, Pasig City

**(**02) 8441-7442 ⊕www.philhealth.gov.ph

PhilHealthOfficial \* teamphilhealth

23 March 2023

HRD MEMORANDUM No. 2023 - <u>\$3 - \$29</u>

1NO. 2025 - <u>9</u>

TO

ALL INTERESTED APPLICANTS

FROM

CHERYL W. PENAU- Veu

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 <a href="http://ncr.csc.gov.ph">http://ncr.csc.gov.ph</a> 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 for processing, provided that they have submitted the complete/updated application documents listed in page 2. As such, applicants are strongly encouraged to check the list of requirements and submission conditions listed in this notice.

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 04 APRIL 2023.

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

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

<sup>&</sup>lt;sup>3</sup> Corporate Memorandum No. 2022-0017 (Application Requirements to Vacant Positions in the Corporation)

Internal Applicant (existing permanent, coterminous and casual employees):

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 <u>notarized</u> 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

| :   |  |                       | T                 | T                 | Qualification Standards                          |                               |                                  |  |                               |  |   |
|-----|--|-----------------------|-------------------|-------------------|--|-------------------------------|----------------------------------|--|-------------------------------|--|---|
| No  | . Position Title                                   | Plantilla Item<br>No. | Salary<br>Grade   | Monthly<br>Salary | Education  | Training                      | Experience                       | Eligibility  | Competency<br>(if applicable) | Place of Assignment  | Job Summary   |
| 1   | Information Systems<br>Analyst III                 | 18                    | (SG 19)/<br>JG 11 |                   | Bachelor's degree<br>relevant to the job         | 8 hours of relevant training  | 2 years relevant<br>experience   | Career Service<br>(Professional)/<br>Second Level<br>Eligibility |                               | Corporate Information<br>Security Department                             | Ensure compliance to security policies and measures through effective project and incident management, promoting employee awareness, and timely monitoring  |
| 2   | Administration<br>Services Assistant C             | 15-03-0005            | (SG 8)/<br>JG 6   | 22,288            | Completion of two<br>years studies in<br>college | 4 hours of relevant training  | 1 year of relevant<br>experience | Career Service<br>(Subprofessional)/<br>First Level Eligibility  |                               | International & Local<br>Engagement 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.   |
| (1) | Social Insurance<br>Specialist<br>(Republication)  | 49-01-0016            | (SG 15)/<br>JG 10 | 43,711            | Bachelor's degree<br>relevant to the job         | 4 hours of relevant training  | 1 year of relevant experience    | Career Service<br>(Professional)/<br>Second Level<br>Eligibility |                               | Member Management<br>Group (Marketing and<br>Collection Department)      | Under general supervision of the Senior Social Insurance Specialist, the Social Insurance Specialist shall handle specific project/s to cover in the conduct of various researches or to monitor.   |
|     | Social Insurance<br>Specialist                     | 49-01-0017            | (SG 15)/<br>JG 10 | 43,711            | Bachelor's degree<br>relevant to the job         |                               | 1 year of relevant<br>experience | Career Service<br>(Professional)/<br>Second Level<br>Eligibility |                               | Member Management<br>Group (Marketing and<br>Collection Department)      | Under general supervision of the Senior Social Insurance Specialist, the Social Insurance Specialist shall handle specific project/s to cover in the conduct of various researches or to monitor.   |
|     | Actuarial Researcher (Republication)               | 38-01-0001            | (SG 20)/<br>JG 11 | 51,987            | Bachelor's degree relevant to the job            | 16 hours of relevant training | 3 years relevant<br>experience   | Career Service<br>(Professional)/<br>Second Level<br>Eligibility |                               | Office of the Actuary  | Under general supervision, the Actuarial Researcher I assist in the conduct of actuarial and statistical researched and studies, and provides overall support in the preparation of actuarial projections and valuation of the NHI program. |
|     | Public Relations<br>6 Officer I<br>(Republication) | 45-01-0001            | ( SG 11).<br>JG 8 | 32,12             | Bachelor's degree                                | None required                 | None required                    | Career Service<br>(Professional)/<br>Second Level<br>Eligibility |                               | Corporate<br>Communications<br>Department (Public Affairs<br>Department) | Under general supervision, the Public Relations Officer I shall provide administrative support in the conduct of activities in ensuring synergistic implementation of Corporate Communication Plan.   |

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

| 7 Clerk III | 20-03-0007 (SC |  | Completion of two<br>years studies in<br>college | None required | None required | Career Service<br>(Subprofessional)/<br>First Level Eligibility | Corpor<br>Communic<br>Department (Pr<br>Departm | ations papers/documents of the blic Affairs 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 until \_\_APR 0 4.2873 .

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

|   |     |                                 | Diantilla Itam        | Coloni          | Monthly           |  | 4                            | Qualification S                  | tandards  |                               |  |   |
|---|-----|---------------------------------|-----------------------|-----------------|-------------------|--|------------------------------|----------------------------------|---|-------------------------------|--|---|
| N | lo, | Position Title                  | Plantilla Item<br>No. | Grade           | Monthly<br>Salary | Education  | Training                     | Experience                       | Eligibility   | Competency<br>(if applicable) | Place of Assignment                            | Job Summary   |
|   | 7 I | Social Insurance<br>Assistant I | 51-01-0088            | (SG 8)/<br>JG 6 |                   | Completion of two<br>years studies in<br>college | 4 hours of relevant training | 1 year of relevant<br>experience | Career Service<br>(Subprofessional)/<br>First Level Eligibility |                               | PhilHealth Regional<br>Office CAR<br>Abra LHIO | 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 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 APR 0 4 2023

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

|     | I                    | DI 1111 11            | 0-1             | B.d and labor     |  |                              | Qualification S                  | tandards  |                               |                                 | ·   |
|-----|----------------------|-----------------------|-----------------|-------------------|--|------------------------------|----------------------------------|---|-------------------------------|---------------------------------|---|
| No. | Position Title       | Plantilla item<br>No. | Salary<br>Grade | Monthly<br>Salary | Education  | Training                     | Experience                       | Eligibility   | Competency<br>(if applicable) | Place of Assignment             | Job Summary   |
| 1   | Planning Assistant I | 52-01-0003            | (SG 8)/<br>JG 6 | 22,288            | Completion of two<br>years studies in<br>college | 4 hours of relevant training | 1 year of relevant<br>experience | Career Service<br>(Subprofessional)/<br>First Level Eligibility |                               | PhilHealth Regional<br>Office I | Under general supervision, the Planning Assistant I provides administrative assistance in the formulation of regional plans in accordance with the overall Corporate Plan.  |
| 2   | Clerk III            | 20-03-0061            | (SG 6)/<br>JG 5 | 19,821            | Completion of two<br>years studies in<br>college | None required                | None required                    | Career Service<br>(Subprofessional)/<br>First Level Eligibility |                               | PhilHealth Regional<br>Office I | 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 I Akia Bldg., Old De Venecia Highway, Dagupan City or at email address hr.pro1@philhealth.gov.ph until \_\_APR\_\_0\_4\_2023\_.

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

|    |   | DI4:11- 14            | Calama           | N // 4  - 1       |  |                              | Qualification S                  | andards  |                               |                                   |   |
|----|---|-----------------------|------------------|-------------------|--|------------------------------|----------------------------------|--|-------------------------------|-----------------------------------|---|
| No | . Position Title  | Plantilla Item<br>No. | Salary<br>Grade  | Monthly<br>Salary | Education  | Training                     | Experience                       | Eligibility  | Competency<br>(if applicable) | Place of Assignment               | Job Summary   |
| 1  | Fiscal Examiner A (Republication)                         | 33-01-0054            | (SG 13)/<br>JG 9 | 37,317            | Bachelor's degree<br>relevant to the job         | None required                | None required                    | Career Service<br>(Professional)/<br>Second Level<br>Eligibility | expired ollows                | PhilHealth Regional<br>Office III | Under general supervision, the Fiscal Examiner A shall perform various finance-related jobs.  |
| 2  | Administration<br>Services Assistant C<br>(Republication) | 15-03-0041            | (SG 8)/<br>JG 6  | 22,288            | Completion of two<br>years studies in<br>college | 4 hours of relevant training | 1 year of relevant<br>experience | Career Service<br>(Subprofessional)/<br>First Level Eligibility  | expired alphas                |                                   | 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. |

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office III-A PhilHealth Building, Lazatin Blvd, Dolores, City of San Fernando, Pampanga or at email address hr.pro3@philhealth.gov.ph unti

|     | 1  | T              | ,                 |         | LIST OF VAC                              | ANT FIRST AND SEC   |  | ONS (RANK AND FILE)  | IN PRO IV-B                   |                                      |  |
|-----|--|----------------|-------------------|---------|--|---|--|--|-------------------------------|--------------------------------------|--|
| Na  | Desition Title                                     | Plantilla Item | Salary            | Month!y |  | _   | Qualification S  | Standards  |                               |                                      |  |
| No. | Position Title                                     | No.            | Grade             | Salary  | Education                                | Training  | Experience   | Eligibility  | Competency<br>(if applicable) | Place of Assignment                  | Job Summary  |
| 1   | Medical Officer VII<br>(Republication)             | 08-00-0018     | (SG 25)/<br>JG 13 | 108,013 | Doctor of<br>Medicine                    | 40 hours of<br>supervisory/mana<br>gement learning<br>and development<br>intervention | 4 years of<br>supervisory/mana<br>gement<br>experience | RA 1080  |                               | PhilHealth Regional<br>Office IV-B   | 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   | Medical Specialist IV (Republication)              | 41-03-0011     | (SG 24)/<br>JG 12 | 83,966  | Doctor of<br>Medicine                    | 8 hours of relevant training  | 2 years relevant<br>experience                         | RA 1080  |                               | Office IV-B                          | 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.   |
| 3   | Fiscal Controller III<br>(Republication)           | 32-03-0028     | (SG 18)/<br>JG 11 | 51,987  | Bachelor's degree<br>relevant to the job | 8 hours of relevant training  | 2 years relevant experience                            | RA 1080  |                               | PhilHealth Regional<br>Office IV-B   | Under general supervision, the Fiscal Controller III shall perform responsible jobs in preparation of accounting- related reports, budgeting and fund disbursement.  |
| 4   | Public Relations<br>Officer III<br>(Republication) | 45-03-0010     | (SG 18)/<br>JG 11 | 51,987  | Bachelor's degree                        | 8 hours of relevant training  | 2 years relevant experience                            | Career Service<br>(Professional)/<br>Second Level<br>Eligibility |                               | PhilHealth Regional<br>Office IV-B   | 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                     |
|     | Social Insurance<br>Officer III<br>(Republication) | 48-03-0094     | (SG 15)/<br>JG 10 | 43,711  | Bachelor's degree relevant to the job    | 4 hours of relevant training  | 1 year of relevant experience                          | Career Service<br>(Professional)/<br>Second Level<br>Eligibility |                               | Phill-lealth Regional<br>Office IV-B | 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. |
| 6   | Legal Researcher<br>(Republication)                | 27-02-0002     | (SG 13)/<br>JG 9  | 37,317  | Bachelor's degree relevant to the job    | None required   | None required  | Career Service<br>(Professional)/<br>Second Level<br>Eligibility |                               | PhilHealth Regional<br>Office IV-B   | Under general supervision, the<br>Legal Researcher shall provide<br>assistance in gathering data and<br>legal researches necessary in the<br>PRO.  |

| •  | LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO IV-B |            |                   |                |  |                              |                                |  |  |  |   |  |  |  |
|----|---|------------|-------------------|----------------|--|------------------------------|--------------------------------|--|--|--|---|--|--|--|
| 7  | Social Insurance<br>Officer I<br>(Republication)                            | 48-01-0152 | ( SG 11)/<br>JG 8 | <b>32,12</b> 1 | Bachelor's degree<br>relevant to the job   | None required                | None required                  | Career Service<br>(Professional)/<br>Second Level<br>Eligibility |  | PhilHealth Regional<br>Office IV-B                           | 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). |  |  |  |
| 8  | Legal Assistant 1<br>(Republication)  | 26-01-0012 | (SG 10)/<br>JG 7  | 25,027         | BS Legal<br>Management, AB<br>Paralegal Studies,<br>Law, Political<br>Science or other<br>allied courses | None required                | None required                  | Career Service<br>(Professional)/<br>Second Level<br>Eligibility |  | PhilHealth Regional<br>Office IV-B                           | Under general supervision, the Legal Assistant I performs administrative services and paralegal support to Attorney IV.   |  |  |  |
| 9  | Social Insurance<br>Assistant II<br>(Republication)                         | 51-02-0079 | (SG 10)/<br>JG 7  |                | Completion of two years studies in college   | 8 hours of relevant training | 2 years relevant<br>experience | Career Service<br>(Subprofessional)/<br>First Level Eligibility  |  | PhilHealth Regional<br>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   |  |  |  |
| 10 | Social insurance<br>Assistant I<br>(Republication)                          | 51-01-0157 | (SG 8)/<br>JG 6   | 22,288         | Completion of two<br>years studies in<br>college   | 4 hours of relevant training | 1 year of relevant experience  | Career Service<br>(Subprofessional)/<br>First Level Eligibility  |  | PhiiHealth Regional<br>Office IV-B<br>Rosario 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.   |  |  |  |
|    | Socia! Insurance<br>Assistant I<br>(Republication)                          | 51-01-0152 | (SG 8)/           | 22,288         | Completion of two<br>years studies in<br>college   | 4 hours of relevant training | 1 year of relevant experience  | Career Service<br>(Subprofessional)/<br>First Level Eligibility  |  | PhilHealth Regional<br>Office IV-B<br>Palawan 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 IV-B XentroMall Batangas, Diversion Road Brgy. Alangilan, Batangas City or at email address hr.pro4b@philhealth.gov.ph until APP 0 4 2023

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

| No. | Position Title                            | Plantilla Item | Salary            | Monthly |                       |                              | Qualification Si               | andards     |                               |                                 |  |
|-----|---|----------------|-------------------|---------|-----------------------|------------------------------|--------------------------------|-------------|-------------------------------|---------------------------------|--|
|     | 1 OSIGOTI FIGE                            | No.            | Grade             | Salary  | Education             | Training                     | Experience                     | Eligibility | Competency<br>(if applicable) | Place of Assignment             | Job Summary  |
| 1   | Medical Specialist III<br>(Republication) | 41-02-0046     | (SG 23)/<br>JG 12 | 83,966  | Doctor of<br>Medicine | 8 hours of relevant training | 2 years relevant<br>experience | RA 1080     |                               | PhilHealth Regional<br>Office V | Under general supervision, the Medical Specialist III shall perform either medical evaluation of claims or evaluation of accreditation of health care providers  |
| 2   | Medical Specialist I<br>(Republication)   | 40-04-0015     | (SG 21)/<br>JG 11 | 51,987  | Doctor of<br>Medicine | 4 hours of relevant training | 1 year relevant<br>experience  | RA 1080     |                               | PhilHealth Regional<br>Office V | 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 PPhilHealth Regional Office V ANST 3 Bldg., Alternate Road, Legaspi or at email address hr.pro5@philhealth.gov.ph until 1023

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

| No. | Position Title                  | Plantilla Item | Salary            | Monthly |  |                              | Qualification St                 | andards  |                               |                                    |  |
|-----|---------------------------------|----------------|-------------------|---------|--|------------------------------|----------------------------------|--|-------------------------------|------------------------------------|--|
| -   | 1 Osition Title                 | No.            | Grade             | Salary  | Education                                | Training                     | Experience                       | Eligibility  | Competency<br>(if applicable) | Place of Assignment                | Job Summary  |
| 1   | Social Insurance<br>Officer III | 48-03-0121     | (SG 15)/<br>JG 10 | 43,711  | Bachelor's degree<br>relevant to the job | 4 hours of relevant training | 1 year of relevant<br>experience | Career Service<br>(Professional)/<br>Second Level<br>Eligibility |                               | PhilHealth Regional<br>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. |
| 2   | Fiscal Examiner A               | 33-01-0061     | (SG 13)/<br>JG 9  |         | Bachelor's degree relevant to the job    | None required                | None required                    | Career Service<br>(Professional)/<br>Second Level<br>Eligibility |                               | PhilHealth Regional                | Under general supervision, the Fiscal Examiner A shall perform various finance-related jobs.   |

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 PR () 4 2023

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

| <br>No. | Position Title                           | Plantilla Item | Salary            | Monthly |                   | C                            | ualification Stan              | dards  |                               |                                  |   |
|---------|--|----------------|-------------------|---------|-------------------|------------------------------|--------------------------------|--|-------------------------------|----------------------------------|---|
|         | 1 Comon the                              | No.            | Grade             | Salary  | Education         | Training                     | Experience                     | Eligibility  | Competency<br>(if applicable) | Place of Assignment              | Job Summary   |
|         | Human Resource<br>Management Officer III | 22-03-0014     | (SG 18)/<br>JG 11 | 51,987  | Bachelor's degree | 8 hours of relevant training | 2 years relevant<br>experience | Career Service<br>(Professional)/<br>Second Level<br>Eligibility |                               | PhilHealth Regional<br>Office IX | Under general supervision, the HRM Officer III shall be responsible for the implementation of the human resource management and development program in the PRO consistent with the corporate HR policies, strategies and plans. |

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

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

|         |   | Plantilla Item | Salary            | Monthly |                                       | G                            | ualification Stan                | dards  |                               |                                  |  |
|---------|---|----------------|-------------------|---------|---------------------------------------|------------------------------|----------------------------------|--|-------------------------------|----------------------------------|--|
| <br>۱o. | Position Title  | No.            | Grade             | Salary  | Education                             | Training                     | Experience                       | Eligibility  | Competency<br>(if applicable) | Place of Assignment              | Job Summary  |
| 1       | Human Resource<br>Management Officer III<br>(Republication) | 22-03-0016     | (SG 18)/<br>JG 11 | 51,987  | Bachelor's degree                     | 8 hours of relevant training | 2 years relevant i<br>experience | Career Service<br>(Professional)/<br>Second Level<br>Eligibility |                               |                                  | Under general supervision, the HRM Officer III shall be responsible for the implementation of the human resource management and development program in the PRO consistent with the corporate HR policies, strategies and plans.  |
| 2       | Social Insurance Officer<br>III<br>(Republication)          | 48-03-0143     | (SG 15)/<br>JG 10 |         | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant<br>experience | Career Service<br>(Professional)/<br>Second Level<br>Eligibility |                               | PhilHealth Regional<br>Office XI | 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. |

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  $\triangle PR 0 4 2023$ 

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

|   | $\Box$ |   | Plantilla Item | Salary            | Monthly  |   |                              | Qualification S                     | tandards   |                               | 1  |  |
|---|--------|---|----------------|-------------------|----------|---|------------------------------|-------------------------------------|--|-------------------------------|--|--|
| N | lo.    | Position Title                          | No.            | Grade             | Salary   | Education                                   | Training                     | Experience                          | Eligibility  | Competency<br>(if applicable) | Place of Assignment  | Job Summary  |
|   |        | Medical Specialist I<br>(Republication) | 40-04-0038     | (SG 21)/<br>JG 11 | 51,987   | 1   | 4 hours of relevant training | 1 year relevant<br>experience       | RA 1080  |                               | PhilHealth Regional<br>Office XII                                | Under general supervision, the Medical Specialist i shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers   |
| 1 |        | Medical Specialist I<br>(Republication) | 40-04-0036     | (SG 21)/<br>JG 11 | 1 51 MX/ | Doctor of<br>Medicine                       | 4 hours of relevant training | 1 year relevant experience          | RA 1080  |                               | PhilHealth Regional<br>Office XII                                | Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers   |
|   |        | Social Insurance<br>Officer III         | 48-03-0161     | (SG 15)/<br>JG 10 | 43,711   | Bachelor's<br>degree relevant<br>to the job | 4 hours of relevant training | 1 year of<br>relevant<br>experience | Career Service<br>(Professional)/<br>Second Level<br>Eligibility |                               | PhilHealth Regional<br>Office XII<br>Kidapawan Service<br>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. |

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 APR 0 4 2023

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

| No. | Position Title           | Plantiila Item<br>No. | Salary<br>Grade   | Monthly<br>Salary |                   |               | Qualification S |  |                               |                        |  |
|-----|--------------------------|-----------------------|-------------------|-------------------|-------------------|---------------|-----------------|--|-------------------------------|------------------------|--|
|     |                          |                       |                   |                   | Education         | Training      | Experience      | Eligibility  | Competency<br>(if applicable) | Place of Assignment    | Job Summary  |
| 1   | Administrative Officer I | 16-01-0062            | ( SG 11)/<br>JG 8 | 32,121            | Bachelor's degree | None required | None required   | Career Service<br>(Professional)/<br>Second Level<br>Eligibility | rut plos/oz                   | Basilan Service Office | 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 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 APR 0 4 2023

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

| No. |     | Position Title   | Plantilla Item<br>No. | Salary<br>Grade   | Monthly<br>Salary | Qualification Standards                  |                              |                                |  |                               |                                   |   |
|-----|-----|--|-----------------------|-------------------|-------------------|--|------------------------------|--------------------------------|--|-------------------------------|-----------------------------------|---|
|     | 10. |  |                       |                   |                   | Education                                | Training                     | Experience                     | Eligibility  | Competency<br>(if applicable) | Place of Assignment               | Job Summary   |
|     | 1   | Human Resource<br>Management Officer<br>III<br>(Republication) | 22-03-0003            | (SG 18)/<br>JG 11 | 51,987            | Bachelor's degree                        | 8 hours of relevant training | 2 years relevant<br>experience | Career Service<br>(Professional)/<br>Second Level<br>Eligibility |                               | PhilHealth Regional<br>Office NCR | Under general supervision, the HRM Officer III shall be responsible for the implementation of the human resource management and development program in the PRO consistent with the corporate HR policies, strategies and plans. |
|     | 2   | Special Investigator III                                       | 28-03-0015            | (SG 18)/<br>JG 11 | 51,987            | Bachelor's degree<br>relevant to the job |                              | 2 years relevant<br>experience | Career Service<br>(Professional)/<br>Second Level<br>Eligibility |                               | PhilHealth Regional<br>Office NCR | 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