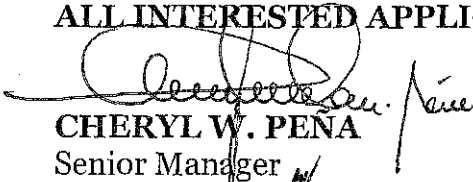


25 May 2023

HRD MEMORANDUM

No. 2023 - 05-201

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 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/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).

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

² Ibid, Item V.G.3.

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 **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.

Qualified applicants are advised to submit the requirements³ listed above to the concerned offices or via email with the subject line format: Application to Vacant <Position Title> <Item No.> until **09 June 2023**.

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.

³ Corporate Memorandum No. 2022-0017 (Application Requirements to Vacant Positions in the Corporation)

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	08-00-0006	(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		Benefits Development & Research Department	Within guidelines and limits of authority established by policies of the PhilHealth and relevant government regulations, Medical Officer VII shall be responsible for developing and/or enhancing benefits and conducting related researches and studies.
2	Division Chief IV	07-00-0013	(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		Treasury Department	Within the guidelines and limits of authority established by the policies of Phil. Health Insurance Corporation (PhilHealth) and relevant government regulations, the Division Chief IV, Cash Division, shall be responsible for planning, organizing, directing, coordinating and controlling the activities of the Cash Division to achieve established objectives and targets. The Cash Division as service division is responsible for: a. Collection and remittance of premium from different authorized collecting agencies b. Disbursement of Funds in settlement of Corporation's obligations. c. Transfer of Funds to the payroll servicing bank and the different operating units of the Corporation d. Maintenance and provision of accountable forms for the use of the operations of the Corporation
3	Medical Specialist IV (Republication)	41-03-0035	(SG 24)/ 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 IV of the Performance Monitoring Division shall monitor the adherence of Health Care Providers to accreditation standards, clinical practice guidelines, and other standards of practice.

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

4	Attorney IV	25-04-0001	(SG 23)/ JG 12	83,966	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080		Internal Audit Group	Under general supervision, the Attorney IV is responsible for providing legal support to the Internal Audit Group such as preparation, review and analyses of documents as well as preparation of recommendatory resolutions on audit findings requiring legal action.
5	Attorney IV	25-04-0028	(SG 23)/ JG 12	83,966	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080		Arbitration Office	Directly reporting to the Attorney V, provides direct support to Attorney V in conducting investigations and hearings and rendering judgement on complaints, grievances and other legal issues brought to the attention of the Arbitration Office.
6	Medical Specialist III	41-02-0006	(SG 23)/ JG 12	83,966	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		Protest and Appeals Review Department	Under general supervision, responsible for reviewing the claims in accordance with policies and guidelines in reviewing claims appealed by accredited service providers and beneficiaries.
7	Medical Specialist III (Republication)	41-02-0005	(SG 23)/ JG 12	83,966	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		Protest and Appeals Review Department	Under general supervision, responsible for reviewing the claims in accordance with policies and guidelines in reviewing claims appealed by accredited service providers and beneficiaries.
8	Planning Officer IV	53-04-0002	(SG 22)/ JG 12	83,966	Bachelor's degree relevant to the job	16 hours of relevant training	3 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Corporate Planning Department	Under general supervision, Planning Officer IV shall assist in activities that facilitate the strategic planning, integrated business and operational planning and policy development processes of the corporation.
9	Attorney III (Republication)	25-03-0002	(SG 21)/ JG 11	51,987	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Internal Legal Department	Under general supervision, the Attorney III assists in the appeals and special cases related functions in the Internal Legal Department, and represents the Corporation in cases filed with outside courts involving erring stakeholders and employees

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

10	Medical Specialist I (Republication)	40-04-0001	(SG 21)/ JG 11	51,987	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		Protest and Appeals Review Department	Under general supervision, assist in the review of adequacy and compliance of claims appealed by accredited providers and beneficiaries with regard to the requirements of appealed claims.
11	Information Systems Analyst III	55-03-0006	(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		Corporate Information Security Department	Ensure compliance to security policies and measures through effective project and incident management, promoting employee awareness, and timely monitoring
12	Special Investigator III	28-03-0007	(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		Fact-Finding, Investigation & Enforcement Department	Under general supervision, the Special Investigator III is responsible in the performance of investigative functions
13	Senior Social Insurance Specialist	49-02-0008	(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		Member Management Group (Marketing and Collection Department)	Under general supervision, the Senior Social Insurance Specialist shall head the team assigned to develop and monitor a specific project/s in any of the following NHIP processes: marketing, collection, member relations, benefit availment
14	Legal Researcher III (Republication)	27-03-0019	(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		Arbitration Office	Under general supervision, the Legal Researcher III is responsible for gathering data and assists in the preparation of legal documents necessary for cases under the Arbitration Office
15	Legal Researcher III	27-03-0016	(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		Arbitration Office	Under general supervision, the Legal Researcher III is responsible for gathering data and assists in the preparation of legal documents necessary for cases under the Arbitration Office
16	Auditing Systems Specialist I	13-01-0001	(SG 13)/ JG 9	37,317	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Financial Audit Department	Under general supervision, the Auditing Systems Specialist I of the Financial Audit Department performs simple and routine professional internal auditing and other related work.

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

17	Social Insurance Analyst I	50-01-0001	(SG 11)/ JG 8	32,121	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Standards and Monitoring Department	Under general supervision, the Social Insurance Analyst I of the Policy Research & Standards Development Division shall provide technical and administrative assistance in the development of quality assurance and accreditation policies for professional Health Care Providers (HCPs).
18	Cash Clerk III	35-03-0009	(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 NCR South - Muntinlupa Service Office (to be assigned in PRID)	Under general supervision, the Cash Clerk III shall provide assistance in checks review, preparation of collection reports and other clerical works.
19	Clerk III (Republication)	20-03-0047	(SG 6)/ JG 5	19,821	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Office of the First Vice President For The Mindanao Area	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.
20	Clerk III	20-03-0020	(SG 6)/ JG 5	19,821	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Physical Resources and Infrastructure Department	Under general supervision, the Clerk III shall be responsible for proper and timely handling of all incoming and outgoing papers/documents of the Office/Department/Division. He/she shall also maintain systematic filing of documents of the Office/Department/Division.

Qualified applicants are advised to send their complete application documents at the Human Resource Department, Room 1507 CityState Centre Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City or at email address recruitment@philhealth.gov.ph until JUN 09 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					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Attorney IV (Republication)	25-04-0025	(SG 23)/ JG 12	83,966	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office NCR	Under general supervision, the Attorney IV shall provide legal support to the Vice President in all transactions and activities engaged in by the PRO.
2	Special Investigator III	28-03-0012	(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 NCR	Under general supervision, the Special Investigator III is responsible in the performance of investigative functions 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 JUN 09 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	Social Insurance Officer I	48-01-0076	(SG 11)/ JG 8	32,121	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office CAR	Under general supervision, the Social Insurance Officer I shall provide assistance in any of the following areas: a) marketing/advocacy; b) screening and validation of membership application/amendment forms; c) monitoring of accounts of small to medium sized agencies; d) computation of benefit (performance standards less than SIO II); and e) accreditation of health care professionals and health care providers (less problematic case).

Qualified applicants are advised to send their complete application documents at PhilHealth Regional Office CAR SN Oriental Traders Building, No. 19 Leonard Wood Road, Baguio City or at email address hr.procar@philhealth.gov.ph until JUN 09 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 I	48-01-0097	(SG 11)/ JG 8	32,121.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office II	Under general supervision, the Social Insurance Officer I shall provide assistance in any of the following areas: a) marketing/advocacy; b) screening and validation of membership application/amendment forms; c) monitoring of accounts of small to medium sized agencies; d) computation of benefit (performance standards less than SIO II); and e) accreditation of health care professionals and health care providers (less problematic case).
2	Social Insurance Officer I	48-01-0098	(SG 11)/ JG 8	32,121.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office II	Under general supervision, the Social Insurance Officer I shall provide assistance in any of the following areas: a) marketing/advocacy; b) screening and validation of membership application/amendment forms; c) monitoring of accounts of small to medium sized agencies; d) computation of benefit (performance standards less than SIO II); and e) accreditation of health care professionals and health care providers (less problematic case).
3	Social Insurance Assistant I	51-01-0107	(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		PhilHealth Regional Office II	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	Social Insurance Assistant I	51-01-0120	(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		PhilHealth Regional Office II - Santiago City 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 II The Builder's Place, Del Rosario, Tuguegarao City or at email address hr.pro2@philhealth.gov.ph until **JUN 09 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	Medical Officer VII	08-00-0014	(SG 25)/ JG 13	108,013	Doctor of Medicine	40 hours of supervisory/man agement learning and development intervention	4 years of supervisory/mana gement experience	RA 1080		PhilHealth Regional Office III	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.

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 **JUN 09 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	Administrative Officer IV	16-04-0010	(SG 22)/ JG 12	83,966	Bachelor's degree	16 hours of relevant training	3 years relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IV-A	Under general supervision, the Administrative Officer IV shall be responsible the supervision of the human resource management and physical infrastructure management in the PRO/Branch.
2	Fiscal Controller III	32-03-0027	(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 IV-A	Under general supervision, the Fiscal Controller III shall perform responsible jobs in preparation of accounting- related reports, budgeting and fund disbursement.

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 ~~JUN 09 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	Administrative Officer III	16-03-0012	(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 IV-B	Under general supervision, the Administrative Officer III shall be responsible for the implementation of the following physical infrastructure management program in the PRO: <input type="checkbox"/> Records and Library Management <input type="checkbox"/> Procurement Management <input type="checkbox"/> Property and Supply Management <input type="checkbox"/> Repair and Maintenance Management <input type="checkbox"/> Building Maintenance Management <input type="checkbox"/> Motorpool and Transportation Services Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Security and Sanitation Management

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 **JUN 09 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 III (Republication)	41-02-0046	(SG 23)/ JG 12	83,966	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional 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	40-04-0014	(SG 21)/ JG 11	51,987	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional 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 PhilHealth Regional Office V ANST 3 Bldg., Alternate Road, Legaspi or at email address hr.pro5@philhealth.gov.ph until **JUN 09 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	Medical Specialist III	41-02-0050	(SG 23)/ JG 12	83,966	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office VI	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 III	41-02-0049	(SG 23)/ JG 12	83,966	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office VI	Under general supervision, the Medical Specialist III shall perform either medical evaluation of claims or evaluation of accreditation of health care providers
3	Medical Specialist III	41-02-0048	(SG 23)/ JG 12	83,966	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office VI	Under general supervision, the Medical Specialist III shall perform either medical evaluation of claims or evaluation of accreditation of health care providers
4	Medical Specialist I	40-04-0016	(SG 21)/ JG 11	51,987	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office VI	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers

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 **JUN 09 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	Medical Specialist I	40-04-0021	(SG 21)/ JG 11	51,987	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office VIII	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office VIII 2nd flr. PhilHealth Building 2, P. Burgos St., Tacloban City or at email address hr.pro8@philhealth.gov.ph until JUN 09 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	Attorney IV (Republication)	25-04-0014	(SG 23)/ JG 12	83,966	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office IX	Under general supervision, the Attorney IV shall provide legal support to the Vice President in all transactions and activities engaged in by the PRO.
2	Medical Specialist I (Republication)	40-04-0023	(SG 21)/ JG 11	51,987	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office IX	Under general supervision, the Medical Specialist I shall perform either medical evaluation of claims or evaluation of accreditation of health care providers
3	Social Insurance Officer III	48-03-0131	(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 IX - Zamboanga Del Sur 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.

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 ~~JUN 09 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	Social Insurance Assistant II	51-02-0139	(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 X -Ozamis 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
2	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		PhilHealth Regional Office X -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 JUN 09 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	Medical Specialist I (Republication)	40-04-0029	(SG 21)/ JG 11	51,987	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office XI	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers
2	Medical Specialist I (Republication)	40-04-0032	(SG 21)/ JG 11	51,987	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office XI	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers
3	Fiscal Controller III	32-03-0042	(SG 18)/ JG 11	51,987	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office XI	Under general supervision, the Fiscal Controller III shall perform responsible jobs in preparation of accounting-related reports, budgeting and fund disbursement.
4	Fiscal Controller II (Republication)	32-02-0045	(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 XI	Under general supervision, the Fiscal Controller II shall provide assistance in billing and collections functions, financial reporting and cash management.
5	Social Insurance Officer III (Republication)	48-03-0151	(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 XI - Nabunturan 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.
6	Fiscal Examiner A (Republication)	33-01-0066	(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 XI	Under general supervision, the Fiscal Examiner A shall perform various finance-related jobs.

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

7	Social Insurance Officer I (Republication)	48-01-0221	(SG 11)/ JG 8	32,121	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	PhilHealth Regional Office XI	Under general supervision, the Social Insurance Officer I shall provide assistance in any of the following areas: a) marketing/advocacy; b) screening and validation of membership application/amendment forms; c) monitoring of accounts of small to medium sized agencies; d) computation of benefit (performance standards less than SIO II); and e) accreditation of health care professionals and health
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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 **JUN 09 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 (Republication)	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.
2	Information Systems Analyst II	55-02-0018	(SG 16)/ 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		PhilHealth Regional Office XII	Under the general supervision of the ITO II, the ISA II shall design/development and maintenance/enhancement of simple to moderately complex types of information systems/programs that will help facilitate completion of PRO transactions in the most efficient, effective and economical way.
3	Fiscal Controller I (Republication)	32-01-0125	(SG 11)/ JG 8	32,121	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office XII - Kidapawan Service Office	Under general supervision, the Fiscal Controller I shall provide services on pre-audit/review of financial documents/reports, review of budget proposals and utilization, preparation of checks and cash reports.
4	Social Insurance Officer I	48-01-0242	(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 XII - Kidapawan Service Office	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).

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

5	Social Insurance Officer I	48-01-0241	(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 XII - Kidapawan Service Office	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).
6	Administration Services Officer II	14-02-0008	(SG 13)/ JG 9	37,317	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility	PhilHealth Regional Office XII	Under general supervision, the Administration Services Officer II shall assist in providing general support services to PhilHealth Regional Office and Field Offices

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 **JUN 09 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	Competency (if applicable)		
1	Social Insurance Officer II	48-02-0129	(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 - LHIO Koronadal	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 ~~JUN 09 2023~~