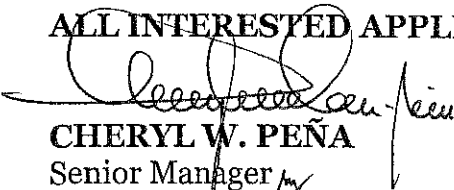


20 June 2023

HRD MEMORANDUM**No. 2023 -** 06-150

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PEÑA
Senior Manager
Human Resource Department

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

Attached is the list of vacant first and second level positions (rank & file) in the Corporation that are authorized to be filled, with the corresponding item number, job grade and qualification standards. Said notice is also published in the CSC website at <http://ncr.csc.gov.ph> in compliance with CSC MC No. 14, s. 2018 on the Omnibus Rules on Appointments and Other Human Resource Action, as Revised July 2018 and PhilHealth's Merit Selection Plan (MSP)¹.

For republished positions, previous applicants shall still be considered 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 **07 July 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	Information Systems Analyst III	55-03-0005	(SG 19)/ JG 11	60,157	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	Provide technical inputs and assist in project and incident management, promoting employee awareness, and timely monitoring Ensure compliance to security policies and measures through effective project and incident management, promoting employee awareness, and timely monitoring
2	Senior Social Insurance Officer	48-05-0005	(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		Office of the First Vice President For The Mindanao Area	Under general supervision, the Senior Social Insurance Officer shall be responsible for the supervision of day-to-day implementation activities of PRO projects and ensure effectiveness and efficiency in its administration.
3	Public Relations Officer III (Republication)	45-03-0001	(SG 18)/ JG 11	51,987	Bachelor's degree	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Public Affairs Department	Under general supervision, the Public Relations Officer III shall prepare, implement and monitor implementation of public relations strategies on ensuring synergistic implementation of the Corporate Communications Plan.
4	Senior Social Insurance Specialist	49-02-0011	(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		Standards and Monitoring Department	Under general supervision, the Senior Social Insurance Specialist of the Health Informatics Section shall assist in the management and maintenance of medical-related databases used in the development of health-related policies and guidelines.
5	Auditing Systems Specialist II	13-02-0005	(SG 16)/ JG 10	45,959	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Operations Audit Department	Under general supervision, the Auditing Systems Specialist II of the Operations Audit Department performs difficult and responsible professional internal auditing and other related work.

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

6	Information Systems Analyst II	55-02-0023	(SG 16)/ JG 10	45,959	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		Corporate Information Security Department	Provide technical inputs and assist in project and incident management, promoting employee awareness, and timely monitoring
7	Planning Officer II (Republication)	53-02-0001	(SG 15)/ JG 10	43,711	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		Corporate Planning Department	Under general supervision, Planning Officer II shall assist in activities of the division that facilitate the conduct of policy and operations researches, management of the corporate knowledge resource center and implementation of performance management and reporting system.
8	Auditing Systems Specialist I	13-01-0008	(SG 13)/ JG 9	37,317	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Operations Audit Department	Under general supervision, the Auditing Systems Specialist I of the Operations Audit Department performs simple and routine professional internal auditing and other related work.
9	Planning Officer I	53-01-0001	(SG 11)/ JG 8	32,121	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Corporate Planning Department	Under general supervision, Planning Officer I shall assist in activities of the division in the conduct of policy and operations researches, management of the corporate knowledge resource center and implementation of performance management and reporting system.
10	Planning Assistant II	52-02-0002	(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		Corporate Planning Department	Under general supervision, Planning Assistant II shall assist in activities of the division that facilitate the strategic planning, integrated business and operational planning and policy development processes of the corporation.
11	Legal Assistant I	26-01-0020	(SG 10)/ JG 7	25,027	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional)/ Second Level Eligibility		Fact-Finding, Investigation & Enforcement Department	Under general supervision, the Legal Assistant I performs administrative services and paralegal support.

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

12	Administration Services Assistant C	15-03-0018	(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		Member Management Group	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.
13	Administration Services Assistant C (Republication)	15-03-0023	(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		Office of the First Vice President For The Mindanao Area (to be assigned in OVP - Area II)	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.
14	Administration Services Assistant C (Republication)	15-03-0041	(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 III - Branch A (to be assigned in OVP - Area I)	Under general supervision, the Administration Services Assistant B shall provide general assistance in the area of records management.
15	Social Insurance Assistant I	51-01-0014	(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		Special Programs Department	Under general supervision, the Social Insurance Assistant I shall provide assistance in the preparation of documents for membership enrollment/registration, distribution of information materials, screening of benefit payment claims and application for accreditation of Professional Healthcare Providers.
16	Clerk III (Republication)	20-03-0012	(SG 6)/ JG 5	21,067	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Office of the Actuary	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 **JUL 07 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 Assistant I	51-01-0094	(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 CAR - Kalinga 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 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 ~~JUL 07 2023~~

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

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Social Insurance Officer III	48-03-0059	(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 I	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 I Akia Bldg., Old De Venecia Highway, Dagupan City or at email address hr.pro1@philhealth.gov.ph until ~~JUL 07 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	Medical Specialist IV	41-03-0006	(SG 24)/ JG 12	101,959	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office II	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	Medical Specialist I	40-04-0005	(SG 21)/ JG 11	76,496	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office II	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers
3	Senior Social Insurance Officer	48-05-0010	(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 II	Under general supervision, the Senior Social Insurance Officer shall be responsible for providing critical technical function in any of the following areas: a) member management; b) benefit monitoring; c) collection management; and d) accreditation and quality assurance.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office II The Builder's Place, Del Rosario, Tuguegarao City or at email address hr.pro2@philhealth.gov.ph until **JUL 07 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	Attorney IV (Republication)	25-04-0007	(SG 23)/ JG 12	92,962	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office III	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	Human Resource Management Assistant II (Republication)	21-02-0002	(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 III	Under general supervision, the HRM Assistant II shall provide administrative function in leave administration and attendance monitoring, payroll preparation, issuance of employment records and conduct of training/seminars.
3	Senior Social Insurance Officer (Republication)	48-05-0018	(SG 18)/ JG 11	51,987	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office III - Branch B	Under general supervision, the Senior Social Insurance Officer shall be responsible for providing critical technical function in any of the following areas: a) member management; b) benefit monitoring; c) collection management; and d) accreditation and quality assurance.
4	Social Insurance Officer I (Republication)	48-01-0119	(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 III - Branch 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).

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

5	Clerk III	20-03-0067	(SG 6)/ JG 5	21,067	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office III	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.
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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 **JUL 07 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	Social Insurance Officer II	48-02-0058	(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 IV-B	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 IV-B XentroMall Batangas, Diversion Road Brgy. Alangilan, Batangas City or at email address hr.pro4b@philhealth.gov.ph until **JUL 07 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	Medical Specialist IV	41-03-0018	(SG 24)/ JG 12	101,959	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office VII	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	Cash Clerk III	35-03-0035	(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 VII - Dumaguete Service Office	Under general supervision, the Cash Clerk III shall provide assistance in checks review, preparation of collection reports and other clerical works.
3	Clerk III (Republication)	20-03-0089	(SG 6)/ JG 5	21,067	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office VII	Under general supervision, the Clerk III shall be responsible for proper and timely handling of all incoming and outgoing papers/documents of the Office/Department/Division. He/she shall also maintain systematic filing of documents of the Office/Department/Division.

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office VII 8th Floor Golden Peak Tower, Gorordo Ave. cor. Excario St., Cebu City or at email address hr.pro7@philhealth.gov.ph until **JUL 07 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	Executive Assistant II	10-02-0009	(SG 17)/ JG 10	48207	Bachelor's degree	4 hours of training	1 year experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office VIII	Under general supervision, the Executive Assistant II of the Office of the Chief Operating Officer, assists in implementing the administrative and technical decisions by the Executive Vice President and performs a variety of administrative and technical duties in support of this function.
2	Clerk III	20-03-0091	(SG 6)/ JG 5	21067	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office VIII	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.
3	Clerk III	20-03-0094	(SG 6)/ JG 5	21,067	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office VIII	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 VIII 2nd flr. PhilHealth Building 2, P. Burgos St., Tacloban City or at email address hr.pro8@philhealth.gov.ph until **JUL 07 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	Legal Assistant I	26-01-0016	(SG 10)/ JG 7	25,027	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office X	Under general supervision, the Legal Assistant I performs administrative services and paralegal support to Attorney IV.
2	Social Insurance Assistant I	51-01-0258	(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 -Gingoog 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 **JUL 07 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 Officer VII	08-00-0025	(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 XI	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 I (Republication)	40-04-0031	(SG 21)/ JG 11	76,496	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	Medical Specialist I (Republication)	40-04-0033	(SG 21)/ JG 11	76,496	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
4	Medical Specialist I	40-04-0030	(SG 21)/ JG 11	76,496	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
5	Special Investigator III	28-03-0003	(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 XI	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 XI, Valgo and Sons Bldg., Bolton Ext., Davao City or at email address hr.pro11@philhealth.gov.ph until **JUL 07 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	Special Investigator IV	28-04-0024	(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		PhilHealth Regional Office XII	Under general supervision, the Special Investigator IV 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 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 **JUL 07 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	Human Resource Management Assistant II (Republication)	21-02-0007	(SG 10)/ JG 7	25,027	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office CARAGA	Under general supervision, the HRM Assistant shall assist in attendance monitoring, processing of loan applications, issuance of compensation related documents and maintenance of 201 file.
2	Social Insurance Assistant II (Republication)	51-02-0178	(SG 10)/ JG 7	25,027	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office CARAGA - San Francisco Service Office	Under general supervision, the Social Insurance Assistant II shall provide assistance in the packaging and distribution of IEC material, screening of membership forms/collection reports
3	Social Insurance Assistant II (Republication)	51-02-0171	(SG 10)/ JG 7	25,027	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office CARAGA - Butuan Service Office (PRO PMAC)	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 Caraga 766 Lynzee's Bldg., J. Rosales Ave. Butuan City or at email address hr.procaraga@philhealth.gov.ph until **JUL 07 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	48-02-0125	(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 Cotabato	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 **JUL 07 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	25-04-0024	(SG 23)/ JG 12	92,962	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	Legal Assistant I	26-01-0007	(SG 10)/ JG 7	25,027	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office NCR	Under general supervision, the Legal Assistant I performs administrative services and paralegal support to Attorney IV.
3	Social Insurance Assistant I (Republication)	51-01-0072	(SG 8)/ JG 6	22,288	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility		PhilHealth Regional Office NCR - South Branch	Under general supervision, the Social Insurance Assistant I shall provide services in the receiving/screening of membership forms, receiving and screening of claims and distribution of IEC materials.

Qualified applicants are advised to send their complete application documents at the 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 **JUL 07 2023**