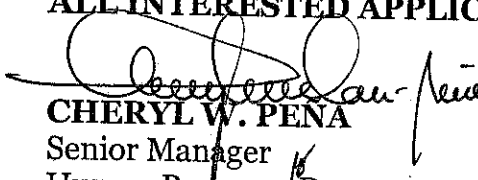


09 August 2023

**HRD MEMORANDUM**No. 2023 - 08-095

**TO :** ALL INTERESTED APPLICANTS

**FROM :**   
**CHERYL W. PENA**  
Senior Manager  
Human Resource Department

**SUBJECT :** Extension on the Acceptance of Applications for the Additional Vacant Second Level Positions (Rank & File) Under the Office of the Actuary as Published per HRD Memorandum No. 2023-07-055

This is to inform everyone on the extension of accepting applications for the additional positions under the Office of the Actuary to coincide with the deadline indicated in the newspapers publication. These were first published in the Civil Service Commission (CSC) and PhilHealth websites and disseminated to all employees in the corporate outlook and bulletin boards on 13 July 2023.

All interested individuals are advised to refer to the attached HRD Memorandum No. 2023-07-055 (Notice of Second Level Positions (Rank and File) for further details.

You may contact the HRD Recruitment, Selection, and Placement (RSP) Team at (02) 8441-7442 local 7522 or [recruitment@philhealth.gov.ph](mailto:recruitment@philhealth.gov.ph) for queries on matters not covered by this memorandum.

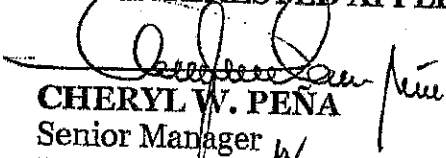
**Applications shall be accepted until 22 AUGUST 2023.**

For the information and guidance of all concerned.

11 July 2023

**HRD MEMORANDUM**No. 2023 - 07-055

**TO :** ALL INTERESTED APPLICANTS

**FROM :**   
**CHERYL W. PEÑA**  
Senior Manager  
Human Resource Department

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

Attached is the list of vacant 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)<sup>1</sup>.

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 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 HRD or via email with the subject line format: Application to Vacant <Position Title> <Item No.> until **04 AUGUST 2023**.

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

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

<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 or CY 2022).

**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 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](mailto: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 HEAD OFFICE**

No.	Position Title	Plantilla Item No.	Job Grade/Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Senior Associate Actuary	61-01-0001	12/(24)	101,959	Master's Degree preferably in the field of Mathematics, Actuarial Science, Statistics or Finance	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional)/Second Level Eligibility	1. Knowledge - Actuarial Expertise 2. Strategic Management Skills 3. Monitoring and Evaluation 4. Communication 5. Computer Literacy 6. Attention to Detail 7. Problem Sensitivity 8. Flexibility and Resilience 9. Innovative Thinking 10. Statistical Report Writing and Analysis Skills	Office of the Actuary - Actuarial Investment Studies Division	<p>The Senior Associate Actuary plans, organizes, directs, coordinates, and controls Division's activities within the guidelines and limits of authority established by the Philippine Health Insurance Corporation (PhilHealth) policies and relevant government regulations to achieve its objectives and targets.</p> <p>The Senior Associate Actuary oversees and acts on the concerns of the Division within the bounds of the Corporate policies and standards to guarantee that the operations are effective, efficient, and of the highest quality/service standards set by the Corporation.</p>

2	Senior Associate Actuary	61-01-0002	12/(24)	101,959	Master's Degree preferably in the field of Mathematics, Actuarial Science, Statistics or Finance	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional)/Second Level Eligibility	1. Knowledge - Actuarial Expertise 2. Strategic Management Skills 3. Monitoring and Evaluation 4. Communication 5. Computer Literacy 6. Attention to Detail 7. Problem Sensitivity 8. Flexibility and Resilience 9. Innovative Thinking 10. Statistical Report Writing and Analysis Skills	Office of the Actuary - Product Viability Division	<p>The Senior Associate Actuary plans, organizes, directs, coordinates, and controls the Division's within the guidelines and limits of authority established by the Philippine Health Insurance Corporation (PhilHealth) policies and relevant government regulations to achieve its objectives and targets.</p> <p>The Senior Associate Actuary oversees and acts on the concerns of the Division within the bounds of the Corporate policies and standards to guarantee that the operations are effective, efficient, and of the highest quality/service standards set by the Corporation.</p>
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3	Senior Associate Actuary	61-01-0003	12/(24)	101,959	Master's Degree preferably in the field of Mathematics, Actuarial Science, Statistics or Finance	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional)/Second Level Eligibility	1. Knowledge - Actuarial Expertise 2. Strategic Management Skills 3. Monitoring and Evaluation 4. Communication 5. Computer Literacy 6. Attention to Detail 7. Problem Sensitivity 8. Flexibility and Resilience 9. Innovative Thinking 10. Statistical Report Writing and Analysis Skills	Office of the Actuary - Valuation and Liabilities Division	<p>The Senior Associate Actuary plans, organizes, directs, coordinates, and controls the activities of the Division within the guidelines and limits of authority established by the Philippine Health Insurance Corporation (PhilHealth) policies and relevant government regulations to achieve its objectives and targets.</p> <p>The Senior Associate Actuary oversees and acts on the concerns of the Division within the bounds of the Corporate policies and standards to guarantee that the operations are effective, efficient, and of the highest quality/service standards set by the Corporation.</p>
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4	Associate Actuary	61-02-0001	12/(22)	83,966	Bachelor's Degree preferably in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	24 hours of relevant training in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	4 years of relevant experience in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	Career Service (Professional)/ Second Level Eligibility	1. Knowledge - Actuarial Expertise 2. Strategic Management Skills 3. Monitoring and Evaluation 4. Communication 5. Computer Literacy 6. Attention to Detail 7. Problem Sensitivity 8. Flexibility and Resilience 9. Innovative Thinking 10. Statistical Report Writing and Analysis Skills	Office of the Actuary - Actuarial Investment Studies Division	Under general supervision, the Associate Actuary guides the division and guarantees compliance with organization and corporate policies and procedures and fundamental principles of Actuarial and Investment Studies.  Leads the implementation of the Actuarial Studies, guarantees that the Actuarial models developed and assumptions used are reasonable and within Actuarial standards, including the Investment Model.
5	Associate Actuary	61-02-0002	12/(22)	83,966	Bachelor's Degree preferably in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	24 hours of relevant training in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	4 years of relevant experience in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	Career Service (Professional)/ Second Level Eligibility	1. Knowledge - Actuarial Expertise 2. Strategic Management Skills 3. Monitoring and Evaluation 4. Communication 5. Computer Literacy 6. Attention to Detail 7. Problem Sensitivity 8. Flexibility and Resilience 9. Innovative Thinking 10. Statistical Report Writing and Analysis Skills	Office of the Actuary - Product Viability Division	Under general supervision, the Associate Actuary is responsible and accountable for guiding the division and guarantees the compliance with organization and corporate policies and procedures, and fundamental principles of Product Viability.  Provides inputs on product development, including the advances of Budget Impact Analysis of benefits, as well as advancement and tracking of the PhilHealth Supplemental Benefit.

6	Associate Actuary	61-02-0003	12/(22)	83,966	Bachelor's Degree preferably in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	24 hours of relevant training in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	4 years of relevant experience in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	Career Service (Professional)/ Second Level Eligibility	1. Knowledge - Actuarial Expertise 2. Strategic Management Skills 3. Monitoring and Evaluation 4. Communication 5. Computer Literacy 6. Attention to Detail 7. Problem Sensitivity 8. Flexibility and Resilience 9. Innovative Thinking 10. Statistical Report Writing and Analysis Skills	Office of the Actuary - Valuation and Liabilities Division	Under general supervision, the Associate Actuary is responsible and accountable for guiding the division and guarantees the compliance with organization and corporate policies and procedures, and fundamental principles of Actuarial Valuation and Liabilities.  Leads the advancement of the Annual Valuation and calculation of the Liabilities, guaranteeing that the Actuarial models developed and assumptions used are reasonable and within Actuarial standards.
7	Assistant Actuary	61-03-0001	11/(18)	51,987	Bachelor's Degree preferably in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	16 hours of relevant training in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	3 years of relevant experience in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	Career Service (Professional)/ Second Level Eligibility	1. Knowledge-Actuarial Expertise 2. Monitoring and Evaluation 3. Communication 4. Computer Literacy 5. Attention to Detail 6. Innovative Thinking 7. Statistical Report Writing and Analysis Skills	Office of the Actuary - Investment Studies Division	Under general supervision, the Assistant Actuary provides technical support to the Associate Actuary and enhances advances of actuarial and statistical researches and studies and provides overall support in the scrutinization of investment policies.
8	Assistant Actuary	61-04-0001									Appraises the following during the development of the Investment Models: • all the economic forces • market forces • policies • rules governing the Corporation



9	Assistant Actuary	61-03-0002	11/(18)	51,987	Bachelor's Degree preferably in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	16 hours of relevant training in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	3 years of relevant experience in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	Career Service (Professional)/ Second Level Eligibility	1. Knowledge-Actuarial Expertise 2. Monitoring and Evaluation 3. Communication 4. Computer Literacy 5. Attention to Detail 6. Innovative Thinking 7. Statistical Report Writing and Analysis Skills	Office of the Actuary - Product Viability Division	Under general supervision, the Assistant Actuary provides technical support to the Associate Actuary and enhances implementation of actuarial and statistical researches and studies and provides overall support in the preparation of actuarial projections and valuation of the NHIP.
10	Assistant Actuary	61-04-0002									Advances the Benefit Models to include validation of Cost-Effectiveness Analysis (CEA) and Budget Impact Analysis (BIA), as well as, costing model for the Supplemental Benefit Packages.
11	Assistant Actuary	61-03-0003	11/(18)	51,987	Bachelor's Degree preferably in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	16 hours of relevant training in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	3 years of relevant experience in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	Career Service (Professional)/ Second Level Eligibility	1. Knowledge-Actuarial Expertise 2. Monitoring and Evaluation 3. Communication 4. Computer Literacy 5. Attention to Detail 6. Innovative Thinking 7. Statistical Report Writing and Analysis Skills	Office of the Actuary - Valuation and Liabilities Division	Under general supervision, the Assistant Actuary provides technical support to the Associate Actuary and enhances in the implementation of actuarial and statistical researches and studies and provides overall support in the preparation of actuarial projections and valuation of the NHIP.
12	Assistant Actuary	61-04-0003									Advances the Valuation Model to include Population, Membership, Contribution, Benefit, Investment and Expense Models, as well as, Liabilities Calculation model for Reserves as required by law.

13	Financial Analyst II	61-05-0001	10/(15)	43,711	Bachelor's Degree preferably in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	4 hours of relevant training in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	1 years of relevant experience in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	Career Service (Professional)/ Second Level Eligibility	1. Knowledge - Actuarial Expertise 2. Monitoring and Evaluation 3. Communication 4. Computer Literacy 5. Attention to Detail 6. Innovative Thinking 7. Statistical Report Writing and Analysis Skills	Office of the Actuary - Actuarial Investment Studies Division	Under general supervision of the Assistant Actuary, the Financial Analyst II facilitates implementation of actuarial studies and researches on fund viability, membership, claims, collection and investments.  Provides the necessary information in the implementation of the Actuarial Studies and Investment scenarios, including recommendations in the use of proxy data in cases where the needed information is not available and validation of assumptions used.
14	Financial Analyst II	61-05-0002	10/(15)	43,711	Bachelor's Degree preferably in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	4 hours of relevant training in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	1 years of relevant experience in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	Career Service (Professional)/ Second Level Eligibility	1. Knowledge - Actuarial Expertise 2. Monitoring and Evaluation 3. Communication 4. Computer Literacy 5. Attention to Detail 6. Innovative Thinking 7. Statistical Report Writing and Analysis Skills	Office of the Actuary - Product Viability Division	Under general supervision of the Assistant Actuary, the Financial Analyst II facilitates implementation of actuarial studies and researches on fund viability, membership, claims, collection and investments.  Provides the necessary information in the implementation of the CEA, BIA including recommendations in the use of proxy data in cases where the needed information is not available as well as validation of assumptions used.

15	Financial Analyst II	61-05-0003	10/(15)	43,711	Bachelor's Degree preferably in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	4 hours of relevant training in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	1 years of relevant experience in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	Career Service (Professional)/ Second Level Eligibility	1. Knowledge - Actuarial Expertise; 2. Monitoring and Evaluation; 3. Communication; 4. Computer Literacy; 5. Attention to Detail; 6. Innovative Thinking 7. Statistical Report Writing and Analysis Skills	Office of the Actuary - Valuation and Liabilities Division	Under general supervision of the Assistant Actuary, the Financial Analyst II facilitates implementation of actuarial studies and researches on fund viability, membership, claims, collection and investments.  Provides the necessary information in the implementation of the Annual Valuation and Liabilities calculation including the monthly calculation of IBNR required for the financial reports.
16	Financial Analyst I	61-06-0001	8/(11)	32,121	Bachelor's Degree preferably in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	None required	None required	Career Service (Professional)/ Second Level Eligibility	1. Knowledge - Actuarial Expertise 2. Monitoring and Evaluation 3. Communication 4. Computer Literacy 5. Attention to Detail 6. Innovative Thinking 7. Statistical Report Writing and Analysis Skills	Office of the Actuary - Actuarial Investment Studies Division	Under general supervision of the Assistant Actuary, the Financial Analyst I demonstrates advances of actuarial and statistical researches and studies and provides overall support in the preparation of scrutinization of investment policies.  Appraises and imputes all policies and rules governing the Corporation during the implementation of Actuarial Studies and the development of the Actuarial Model.

17	Financial Analyst I	61-06-0002	8/(11)	32,121	Bachelor's Degree preferably in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	None required	None required	Career Service (Professional)/ Second Level Eligibility	1. Knowledge - Actuarial Expertise 2. Monitoring and Evaluation 3. Communication 4. Computer Literacy 5. Attention to Detail 6. Innovative Thinking 7. Statistical Report Writing and Analysis Skills	Office of the Actuary - Product Viability Division	Under general supervision of the Assistant Actuary, the Financial Analyst I implements actuarial studies and researches on fund viability, membership, claims, collection and investments.  Appraises and imputes all policies and rules governing the Corporation during the implementation of CEA, BIA including recommendations in the usage of proxy data in cases where the needed information is not available, as well as, validation of assumptions used.
18	Financial Analyst I	61-06-0003	8/(11)	32,121	Bachelor's Degree preferably in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	None required	None required	Career Service (Professional)/ Second Level Eligibility	1. Knowledge - Actuarial Expertise 2. Monitoring and Evaluation 3. Communication 4. Computer Literacy 5. Attention to Detail 6. Innovative Thinking 7. Statistical Report Writing and Analysis Skills	Office of the Actuary - Valuation and Liabilities Division	Under general supervision of the Assistant Actuary, the Financial Analyst I implements actuarial studies and researches on fund viability, membership, claims, collection and investments.  Appraises and imputes all policies and rules governing the Corporation during the implementation of the Annual Actuarial Valuation scenarios including recommendations in the use of proxy data in cases where the needed information is not available, as well as, validation of assumptions used.

Qualified applicants are advised to send their complete application documents to the Human Resource Department, Room 1506 CityState Centre Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City or to email address [recruitment@philhealth.gov.ph](mailto:recruitment@philhealth.gov.ph) until **04 AUGUST 2023**.