

04 September 2023

**HRD MEMORANDUM**

**No. 2023 - 89-001**

**TO : ALL INTERESTED APPLICANTS**

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

**SUBJECT : Extension on the Acceptance of Applications for the Vacant Second Level Positions (Executive/Managerial)**

This is to inform everyone on the extension of accepting applications for the published vacant Executive/Managerial positions per HRD Memorandum No. 2023-08-130 (as corrected per HRD Memorandum No. 2023-08-174). These were first published in the Civil Service Commission (CSC) and PhilHealth websites, as well as disseminated in the Corporate outlook and bulletin boards on 18 August 2023.

All interested individuals are advised to refer to the attached HRD Memoranda 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.

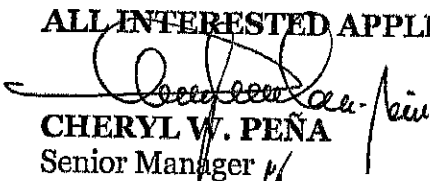
**Applications shall be accepted until 15 September 2023.**

For the information and guidance of all concerned.

16 August 2023

**HRD MEMORANDUM**No. 2023 - 08-130

**TO :** ALL INTERESTED APPLICANTS

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

**SUBJECT :** Notice of Vacant Second Level Positions  
(Executive/Managerial)

Attached is the list of vacant second level positions (Executive/Managerial 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).

Interested applicants, including previous applicants are strongly encouraged to check and submit the complete requirements listed in page 2 of this notice.

**Please note that application documents submitted in the following instances shall no longer be considered/accepted:**

- 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).

**Internal Applicant** (existing permanent and casual employees):

1. Application Form;
2. Properly and completely accomplished and updated Personal Data Sheet (CS Form No. 212 Revised 2017) with recent passport sized photo including Work Experience Sheet (WES);
3. Certificate of Performance Rating (for CY 2021/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 including Work Experience Sheet (WES);
3. Authenticated Certificate of eligibility/rating/license;
  - a. Certificate of Eligibility issued by the CSC or CESB
  - b. Valid Professional license or Certificate of Registration issued by the PRC/SC
  - c. 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. Certified True Copies (CTC) 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; and
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.

Qualified applicants are advised to submit the requirements listed above to the concerned offices or via email with the subject line format: Application to Vacant <Position Title> <Item No.> until **04 September 2023**.

This position shall be processed using the provisions of the PhilHealth 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 SECOND LEVEL POSITIONS (EXECUTIVE/MANAGERIAL) IN THE CORPORATION**

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	Vice President	04-00-0002	(SG 27)/ JG 17	302,428	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/ management learning and development intervention	5 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility		Corporate Affairs Group	Within the guidelines and limits of authority established by policies of the Philhealth and relevant government regulations, the Vice-President of Corporate Affairs Group is responsible for planning, organizing, directing, coordinating and controlling the activities of the Corporate Affairs Group within the area of jurisdiction to achieve established objectives and targets.
2	Department Manager III*	06-00-0016	(SG 26)/ JG 14	136,738	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/ management learning and development intervention	5 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office NCR - North Branch	Within the guidelines and limits of the authority established by the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Department Manager III is responsible for the effective and efficient achievement of target through responsible planning, organizing, directing, coordinating, controlling and evaluating the programs/projects/activities of the Branch Office.

3	Department Manager III*	06-00-0018	(SG 26)/ <b>JG 14</b>	<b>136,738</b>	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	Career Service (Professional)/Second Level Eligibility		PhilHealth Regional Office NCR - South Branch	Within the guidelines and limits of the authority established by the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Department Manager III is responsible for the effective and efficient achievement of target through responsible planning, organizing, directing, coordinating, controlling and evaluating the programs/projects/activities of the Branch Office.
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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 **15 September 2023.**

\* HRD Memorandum No. 2023-08-174