

25 October 2023

HRD MEMORANDUMNo. 2023 - 10 - 153**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 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.

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 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 requirements³ listed in the next page to the HRD or via email (recruitment.philhealth@gmail.com) with the subject line format: Application to Vacant <Position Title> <Item No.> until **09 November 2023**.

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

² Ibid, Item V.G.3.

³ 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 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. Copy of 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 Rating 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@gmail.com 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	Medical Officer VII (republication)	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	Medical Specialist IV	41-03-0037	(SG 24)/ JG 12	101,959	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		Accreditation Department	Under general supervision, Medical Specialist IV shall assist in monitoring compliance of Health Care Providers (HCPs) to accreditation standards. He/she shall also assist in managing complaints on provider practices and provide assistance to the Accreditation Committee in the evaluation of applications for initial accreditation and applications of HCPs endorsed by the PRO Sub-Accreditation Committee.
3	Medical Specialist IV	41-03-0034	(SG 24)/ JG 12	101,959	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 Policy Research & Standards Development Division shall be responsible for the developing quality assurance and accreditation policies, and conducting related researches.
4	Medical Specialist III	41-02-0017	(SG 23)/ JG 12	92,962	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		Accreditation Department	Under general supervision, Medical Specialist III shall conduct monitoring activities to ensure compliance of Health Care Providers to accreditation standards. He/she shall also assist in the evaluation of application for accreditation.
5	Medical Specialist III	41-02-0015	(SG 23)/ JG 12	92,962	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		Accreditation Department	Under general supervision, Medical Specialist III shall assist in the development of guidelines, rules and regulations that will guide the implementation of accreditation policies for Health Care Providers.

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6	Medical Specialist III	41-02-0011	(SG 23)/ JG 12	92,962	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		Standards and Monitoring Department	Under general supervision, the Medical Specialist III of the Policy Research & Standards Development Division shall conduct related studies/researches and participate in developing quality assurance and accreditation policies.
7	Medical Specialist I (republication)	40-04-0001	(SG 21)/ JG 11	76,496	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.
8	Division Chief IV (republication)	07-00-0017	(SG 24)/ JG 12	101,959	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		Marketing and Collection Department (Member Management Group)	Under general supervision, the Division Chief IV shall be responsible for providing assistance to the Department Manager III in planning, organizing, leading and controlling the projects pertaining to programs and activities of the department/office.
9	Division Chief IV (republication)	07-00-0006	(SG 24)/ JG 12	101,959	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		Information Technology Management Department	Within guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation and relevant government regulations, the Division Chief IV is responsible for developing ICT strategic plans, policies and standards, organizing, coordinating, and controlling the activities of the Division to achieve established objectives and targets.
10	Attorney IV	25-04-0029	(SG 23)/ JG 12	92,962	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.

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11	Chief Social Insurance Specialist (republication)	49-03-0006	(SG 22)/ JG 12	83,966	Bachelor's degree relevant to the job	24 hours of relevant training	4 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Member Management Group	Under general supervision, the Chief Social Insurance Specialist shall provide supervisory and technical assistance in the development / monitoring of specific program/s and/or project/s involving any of the following NHIP processes: marketing, collection, member relations, benefit availment.
12	Project Development Officer III	46-03-0001	(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		International & Local Cooperation Department (International and Local Engagement Department)	The Project Development Officer III shall assist the Project Development Officer IV in establishing and sustaining strong cooperation with foreign partner agencies.
13	Information Systems Analyst III	55-03-0002	(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		Information Technology Management Department	With general supervision, the Information Systems Analyst III of the Information Technology Resource Management Division shall be responsible in defining, analyzing, getting new/ or improved networks, databases, operating systems and software packages and internet services and applications.
14	Fiscal Controller III	32-03-0013	(SG 18)/ JG 11	51,987	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	RA 1080 (CPA)		Comptrollership Department	Under general supervision, the Fiscal Controller III shall supervise the maintenance and preparation of complete and systematic set of records of all financial transactions related to the administrative and operating expenses of the Regional offices of the Corporation. He/She shall provide technical and administrative support to the Fiscal Controller IV to ensure he/she can effectively and efficiently discharge his/her functions as official of the Branch Accounting Team.

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15	Fiscal Controller III	32-03-0014	(SG 18)/ JG 11	51,987	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	RA 1080 (CPA)		Comptrollership Department	Under general supervision, the Fiscal Controller III shall supervise the maintenance and preparation of complete and systematic set of records of all financial transactions related to the administrative and operating expenses of the Regional offices of the Corporation. He/She shall provide technical and administrative support to the Fiscal Controller IV to ensure he/she can effectively and efficiently discharge his/her functions as official of the Branch Accounting Team.
16	Fiscal Controller III	32-03-0015	(SG 18)/ JG 11	51,987	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	RA 1080 (CPA)		Comptrollership Department	Under general supervision, the Fiscal Controller III shall supervise the maintenance and preparation of complete and systematic set of records of all financial transactions related to the administrative and operating expenses of the Regional offices of the Corporation. He/She shall provide technical and administrative support to the Fiscal Controller IV to ensure he/she can effectively and efficiently discharge his/her functions as official of the Branch Accounting Team.

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17	Fiscal Controller III	32-03-0008	(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		Comptrollership Department	<p>Under general supervision, the Fiscal Controller III shall be responsible in the following:</p> <p>a) preparation of monthly budgetary reports.</p> <p>b) assist the Fiscal Controller IV to ensure that budget utilization is consistent with the Corporate Operating Budget (COB) and applicable laws, rules and regulations.</p> <p>c) review, analysis and consolidation of budget proposals / reports submitted by different Cost Centers of the Corporation.</p> <p>d) shall supervise the maintenance and preparation of complete and systematic set of records of all financial transactions related to the administrative and operating expenses of the Corporation.</p>
18	Fiscal Examiner A	33-01-0018	(SG 13)/ JG 9	37,317	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Comptrollership Department	<p>Under general supervision, the Fiscal Examiner A shall provide technical and administrative support to the Fiscal Controller III in the discharge of the following functions:</p> <p>a) review/ evaluation of documents needing budget certification.</p> <p>b) preparation of monthly budgetary reports.</p> <p>c) review and documentation of proposals and analysis of budget reports submitted by all organizational units of the corporation.</p> <p>d) maintenance and preparation of complete and systematic set of records of all financial transactions related to the administrative and operating expenses of the Corporation.</p>

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19	Fiscal Controller I	32-01-0006	(SG 11)/ JG 8	32,121	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Comptrollership Department	Under general supervision, the Fiscal Controller I is responsible for the maintenance of an updated/systematic file of remittances, memoranda and other necessary documents. He/she shall also provide administrative support to the Fiscal Controller III and other superior to ensure that he/she can effectively and efficiently discharge their functions as officials of the Fiscal Management Team: a) evaluation/processing of documents needing budget certification/utilization and in the preparation of monthly budgetary reports. b) review and documentation of proposals and analysis of reports submitted by all organizational units of the corporation.
20	Administration Services Assistant C	15-03-0017	(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		Comptrollership Department	Under general supervision, the Administration Services Assistant C shall perform a variety of administrative duties in the discharge of the functions of the Department/Office.
21	Social Insurance Assistant I	51-01-0023	(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		Member Management Group (to be assigned in CAG-CADT)	Under general supervision, the Social Insurance Assistant I shall provide general non-technical assistance in the development and monitoring of projects Member Relations Division.
22	Human Resource Management Assistant	21-01-0005	(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		Human Resource Department	Under general supervision, the Human Resource Management Assistant shall provide general non-technical HR services particularly in the areas of 201 file maintenance, attendance monitoring, leave administration, loans processing, conduct of trainings/seminars and performance management.

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23	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.
24	Social Insurance Assistant I	51-01-0017	(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		Marketing and Collection Department (Member Management Group - Formal Sector)	Under general supervision, the Social Insurance Assistant I shall provide general non-technical assistance in the development and monitoring of projects under marketing and collection department.
25	Social Insurance Assistant I	51-01-0013	(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.
26	Social Insurance Officer I	48-01-0028	(SG 11)/ JG 8	32,121	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Special Programs Department	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).

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27	Corporate Planning Analyst A	54-01-0002	(SG 13)/ JG 9	37,317	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Corporate Planning Department (to be assigned in Special Programs Department)	Under general supervision, Corporate Planning Analyst A 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.
28	Clerk III	20-03-0032	(SG 6)/ JG 5	21,067	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Fund Management Sector	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.
29	Social Insurance Analyst I	50-01-0004	(SG 11)/ JG 8	32,121	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Accreditation Department	Under general supervision, Social Insurance Analyst I shall provide administrative support in the conduct of monitoring activities in ensuring compliance of HCPs to accreditation standards.
30	Auditing Systems Specialist II	13-02-0008	(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.
31	Administrative Officer II	16-02-0004	(SG 15)/ JG 10	43,711	Bachelor's degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		Secretariat For The Bids and Awards Committee	Under general supervision, the Administrative Officer II shall provide technical and administrative support to the Division Chief to ensure that they can effectively and efficiently discharge his/ her functions as head of the Committee.

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@gmail.com** until **09 NOVEMBER 2023**.