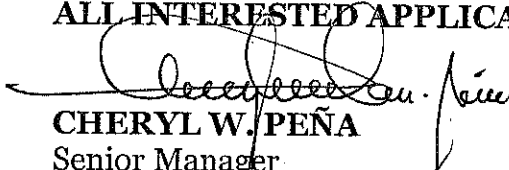


25 January 2024

HRD MEMORANDUM**No. 2024 - 01-230**

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.

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).

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.

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

² Ibid, Item V.G.3.

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. 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

Proof of Eligibility- report of rating/license/ certificate of admission to the Bar/certificate of eligibility/eligibility card (original copy, authenticated copy, certified true copy, photocopy, scanned copy, or site/screen capture of the eligibility using the Civil Service Eligibility Verification System, Professional Regulation Commission's [PRC]'s Licensure Examination and Registration Information System¹ [LERIS], or Supreme Court of the Philippines [SC] Lawyer's List)³

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.

Qualified applicants are advised to submit the requirements⁴ 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 **12 February 2024**.

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.

³ CSC MC No. 3, s. 2023 Subject: Amendment to Section 4 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended

⁴ 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 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	Division Chief IV	07-00-0007	(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	<p>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 managing all networks, databases, operating systems and software packages and internet services and applications, organizing, directing, coordinating and controlling the activities of the information technology resources to achieve established objective and targets.</p> <p>The Information Technology Resource Management Division is primarily responsible for:</p> <ul style="list-style-type: none"> a. Installation and maintaining the data integrity and security in all databases, communication networks and other related facilities; b. Administration, management and monitoring of the performance of server systems and software packages; c. Management of internet/intranet and e-mail related services, servers and applications; d. Setting of standards and specifications for IT services, systems, hardware and software procurement and maintenance contracts in coordination with concerned units; e. Management, evaluation and monitoring of the utilization of ICT Resources; f. Providing administrative and technical support on the use of networks, databases, operating systems and software packages and internet services to all organization units in coordination with the IT Security & Help Desk.

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)		
2	Project Development Officer III	46-03-0003	(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		International & Local Cooperation Department	Under general supervision, the Project Development Officer III shall provide assistance in the coordination, monitoring and evaluation of Foreign and Local Assisted Projects including procedures/systems development and enhancement.
3	Human Resource Management Assistant	21-01-0002	(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.
4	Information Systems Analyst II	55-02-0020	(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	Under general supervision, the Information Systems Analyst II shall provide technical inputs and assist in project and incident management, promoting employee awareness, and timely monitoring.
5	Administrative Officer IV	16-04-0001	(SG 22)/ JG 12	83,966	Bachelor's degree	16 hours of relevant training	3 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Physical Resources and Infrastructure Department	Under general supervision, the Administration Officer IV is responsible for formulating policies affecting physical resources standards setting and allocation. It shall also review and enhance current systems on physical resource management and allied services.

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 **FEB 12 2024**.