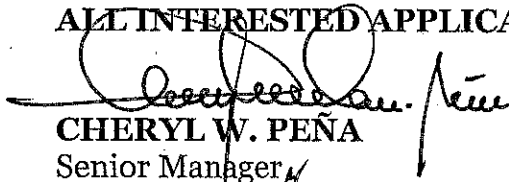


08 April 2024

HRD MEMORANDUM**No. 2024 - 04 060**

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 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.

Qualified applicants are advised to submit the requirements³ to the Human Resource Department (HRD) at Room 1506, 15th Floor Citystate Centre Bldg., 709 Shaw Blvd., Pasig City or via email at recruitment.philhealth@gmail.com with the subject line format: Application to Vacant <Position Title> <Item No.> until **23 April 2024**. Applications sent to other HR email addresses shall not be considered valid submission.

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);

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)⁴

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 for queries on matters not covered by this advisory.

³ Corporate Memorandum No. 2022-0017 (Application Requirements to Vacant Positions in the Corporation)

⁴ 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

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	Management Specialist II	13-02-0011	(SG 16)/ JG 10	45,959	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Organization and Systems Development Office	The Management Specialist II position involves professional-level duties and judgement, and fewer routine administrative tasks. This position level receives considerable immediate supervision from the Supervising Management Specialist. He/She may be assigned to perform moderately complex to complex function in any of the organizational design/development project teams - business process review, organization design/restructuring, workforce planning and quality management.
2	Human Resource Management Officer I	22-01-0003	(SG 11)/ JG 8	32,121	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Human Resource Department	Under general supervision, the Human Resource Management Officer I, shall provide technical services in the areas including sourcing of applicants, administration of employment tests, processing of employment papers, payroll updating, training facilitation, management of minor work-life balance projects and HRIS management.
3	Human Resource Management Officer I	22-01-0008	(SG 11)/ JG 8	32,121	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Human Resource Department	Under general supervision, the Human Resource Management Officer I, shall provide technical services in the areas including sourcing of applicants, administration of employment tests, processing of employment papers, payroll updating, training facilitation, management of minor work-life balance projects and HRIS management.
4	Legal Assistant I	26-01-0006	(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		Arbitration Office	Under general supervision, the Legal Assistant I performs administrative services and paralegal support to the Arbitration Office.

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)		
5	Stenographic Reporter IV	29-04-0003	(SG 13)/ JG 9	37,317	Completion of two years studies in college	16 hours of relevant training	3 years relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Arbitration Office	Under general supervision, the Stenographic Reporter IV is responsible for the recordings of meetings, proceedings, hearings and conferences related to function of the Office/Department.
6	Social Insurance Specialist	49-01-0010	(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		Benefits Development & Research Department	Under general supervision, Social Insurance Specialist I shall be responsible for monitoring and evaluating the implementation of benefit packages paid through capitation and other forms of payment.
7	Administrative Officer IV	16-04-0003	(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 Administrative Officer IV shall be responsible for the procurement of goods and services in accordance with the guidelines, existing government rules and regulations. Specifically, he/she shall review, evaluate and make recommendations on procurement proposals, facilitate the approval process and preparation of procurement contracts. Process disbursement vouchers and ensure that payments are supported by necessary documents.
8	Administrative Services Assistant B	15-02-0021	(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		Physical Resources and Infrastructure Department	Under general supervision, the Administrative Services Assistant B shall assist in the custody of all serviceable and or unserviceable properties under repair, maintenance and/or disposal.

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)		
9	Administrati on Services Assistant C	15-03-0002	(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 (Subprofession al)/ First Level Eligibility		Financial Audit 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.
10	Fiscal Controller I	32-01-0003	(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.
11	Social Insurance Analyst II	50-02-0004	(SG 13)/ JG 9	37,317	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 Analyst II shall be responsible for preparation of various monitoring reports / presentations covering specific project/s, gathering of simple research data and transforming these data into management reports.
12	Information Systems Analyst III (republication)	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	Under general supervision, the Information Systems Analyst III shall ensure compliance to security policies and measures through effective project and incident management, promoting employee awareness, and timely monitoring.

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)		
13	Information Systems Analyst II	55-02-0021	(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.

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 APR 23 2024.