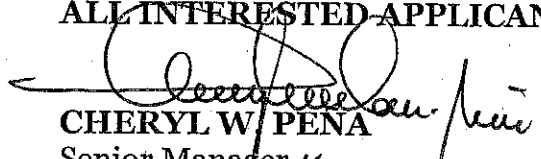


08 April 2024

**HRD MEMORANDUM****No. 2024 -** 04-062

**TO :** ALL INTERESTED APPLICANTS

**FROM :**   
**CHERYL W. PENA**  
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)<sup>1</sup>.

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/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).

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

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

Qualified applicants are advised to submit the requirements<sup>3</sup> to the Human Resource Department (HRD) at Room 1506, 15<sup>th</sup> 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 **30 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 System<sup>1</sup> [LERIS], or Supreme Court of the Philippines [SC] Lawyer's List)<sup>4</sup>

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.

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

<sup>4</sup> 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   | Division Chief IV (republishation) | 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> <p>a. Installation and maintaining the data integrity and security in all databases, communication networks and other related facilities;</p> <p>b. Administration, management and monitoring of the performance of server systems and software packages;</p> <p>c. Management of internet/intranet and e-mail related services, servers and applications;</p> <p>d. Setting of standards and specifications for IT services, systems, hardware and software procurement and maintenance contracts in coordination with concerned units;</p> <p>e. Management, evaluation and monitoring of the utilization of ICT Resources;</p> <p>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 &amp; Help Desk.</p> |